

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP1005.03	
Title:	Results Process for Consultancy / Workplace Assessment		
ITPNZ Std:	10 Reporting and Certification		
Academic Board Approval	Ac Bd Paper No A76/07	Ac Bd Date: 20 Jun 07	Effective Date 20 Jun 07
Previous Policy No	n/a	Review Date:	as required
Contact Authority:	Director: Quality	Status:	Current

Purpose To ensure that the results of assessment of National Qualifications Framework units made during the provision of consultancy services are reported to NZQA.

Background 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 .

Statutory Compliance

National Guidelines

Policy This policy is based on the following key principles:

1. EFTS will not be generated by such activities.
2. The fee profile including student health, student association, student services and ID cards for the class will show a zero fee.
3. Payment of credit fees to NZQA is the responsibility of the Head of School 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, eg 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 students 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 Customer Services.
8. All those undertaking this form of assessment must be registered on the National Qualifications Framework 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 Results Coordinator, Customer Services

Procedures 1. The school, in consultation with the Quality Enhancement Unit, identifies that

consultancy/workplace assessment meets conditions listed above.

2. Head of School is responsible for workplace assessment under consultancy arrangement.
3. Head of School checks with Quality Enhancement Unit to identify:
 - 3.1 Otago Polytechnic holds accreditation for the required units, and
 - 3.2 the internal and external moderation requirements and obtains written confirmation on *Process Approval Form* (see copy attached).
4. School completes data to meet Information Services requirements. This will include the use of a special course code to avoid any reporting to Ministry eg JB100001 - Joe Bloggs workplace assessment/consultancy; and creating subjects - one subject per Framework Unit – eg JB501984 - Joe Bloggs workplace assessment/consultancy, Level 5 unit, Unit 1984. Written confirmation from Information Services must be on the *Process Approval Form* (see copy attached).
5. School provides Quality Enhancement Unit with completed Process Approval Form which is then processed through the Academic Board approval processes.
6. Following final approval from Academic Board, the school to advise Information Services of the approved details then Information Services staff set up required course and subjects on SMS.
7. Following assessments, workplace assessor or delegated administration staff completes required details on the *Student Entries for Consultancy Class – NQF Results* form (see copy attached). School administration staff checks with NZQA to ensure that NZQA ID Numbers are correct.
8. Results are recorded on SMS in compliance with required procedures (see Appendix 1).
9. Results are extracted once credit fees are paid and sent to NZQA in compliance with required procedures.

Referral Documents

Process for Enrolling Student under AP1005

This process covers, but is not limited to, enrolments for Kevin Helm Consultancy and Janice Henderson.

1. The Consultant in the School will check if the student has a National Student Number and whether their NZQA Hook-on fee has been paid.
2. Customer Services will receive from the School Administrator the list of students to be enrolled on the **'Student Entries for Consultancy Class – NQF Results'** form.
3. Students will be registered in the SMS with the minimum data necessary to complete a Registration Event and create a Student ID number from the information provided on the above form.
4. Students will be enrolled into the applicable course occurrence provided by the Department on the above form.
5. Enrolments will be invoiced to the **'Kevin Helm Consultancy'** or equivalent organisation in the SMS using the **New Corporate Bulk Enrolment** function, charging Unit Fees only.
6. Notes will be added to each student's record on the SMS **'Consultancy results only enrolment. See policy AP1005'** on Polybase
7. When enrolments are complete, the invoice and a photocopy of the list will be sent by Customer Services back to the School Administrator. The original list will be signed off by the enroller and filed in the miscellaneous file.
8. The School Administrator will generate a Journal ready for the Consultant's (eg Kevin Helm) signature. Once signed, the Journal is sent to the Student Fees Coordinator for processing.
9. The School can then enter results in the SMS to enable the Quality Enhancement Unit to extract to NZQA.

**Consultancy/Workplace Assessment
Process Approval Form**

Department/School			
Contact Person			
Brief Details of Consultancy/ Workplace Assessment			
TEC Qualification Code	OTCONT	Funding Source	Self Other Contract
Approvals Database Application Number		Funding Category	Z1
BU Number		Course Classifications	
Course Codes	See attached.	Grade Table	
Dates covering period of consultancy/workplace assessment		Approved by	
		Designation of Approver	

Units to be assessed	See attached	
NQF Field/Subfield/Domain	Field: <i>Subfield:</i> domains:	
Accreditation held by Otago Polytechnic	Yes Responsible School:	
Moderation participation details	Internal: As per Responsible School	External: As per Responsible School
Confirmed as meeting Quality Enhancement Centre requirements	Accreditation Checked: Yes Signature	Date

Manager Quality Enhancement Centre

Confirmed	Signature	Date
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Academic Board	Paper Number	Date
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- Units Required for

SMS Code	Unit Standard Title	Unit No.	Version	Level	Credit	Nominal Hours	Nominal EFTS	Classification	Funding Category	NZSCED Code
						1	0.0001		Z1	
						1	0.0001		Z1	
						1	0.0001		Z1	
						1	0.0001		Z1	
						1	0.0001		Z1	
							0.0001		Z1	

Unit Standard Number

Version

Assessment Date:

Organisation:

Postal Address:

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Student Entries for Consultancy Class – NQF Results

SMS Course Code:

NZQA Hook On Number	Last Name	First Name	Second Name	DOB	Result Pass	Ethnicity	OP ID No (Office Use Only)