

# DEVELOPING AND APPROVING PROGRAMMES AND COURSES

Taratahi Agricultural Training Centre QMS Component			
Category:	DEVELOPMENT & DELIVERY	Policy Number:	QMS 2
Title:	Developing and Approving Programmes and Courses	Date Approved:	21 Nov 2003
Prepared by:	Quality Manager	Date of Last Revision:	19 Aug 2010
Authorised by:	Taratahi Academic Committee	Next Review Date:	Oct 2011

## 1. PURPOSE

New programmes/courses must be current and educationally sound and are to be developed in consultation with key stakeholders. This Policy sets to establish effective methods of programme design, development and the approval thereof so that the needs and expectations of stakeholders such as students, employers, professional individuals and groups, iwi and the community are met or exceeded.

Any new programme development must address the following

- Removing inappropriate barriers to entry.
- Programmes and courses are to be up to date and relevant.
- Experiencing programme and course delivery in an environment that encourages the learning of appropriate knowledge, skills and attitudes.
- Assurance that all programmes and courses meet sound academic standards and the requirements of recognised qualifications authorities.

## 2. ORGANISATIONAL SCOPE

This is an organisational wide procedure.

## 3. DEFINITIONS

**Course.** A structured model for delivery of training. A course can be a single unit standard or a group of unit standards.

**Programme.** The plan for delivery for a course or a number of courses

**Qualification.** The award given for successful completion of an approved course of study

## 4. RESPONSIBILITIES

The Quality Manager is responsible for the implementation of this policy

## 5. THE PROCEDURE

### 5.1 Investigation

- Initial concepts of new programmes may come out of strategic planning meetings, advisory committees, programme reports, management or staff.
- All initial ideas must first be passed by the course developer to management for approval for the investigation phase to occur.
- Management considers the concept and how it aligns with the investment plan, strategic plan and organisational goals.
- Once management has approved that an analysis should occur it is then passed to the Education Partnerships Manager to progress. Investigation phase may include, but is not limited to market research, SWOT analysis, advisory committee support and cost benefit.

- If the investigation indicates the new idea has merit, the Education Partnerships Manager prepares an approval application.

## 5.2 Approval

The Quality Manager will check the approval document before it is presented to the Academic Committee for final approval

- Once the Academic Committee approves the new Course/Programme application the Quality Manager proceeds to complete the NZQA approval documents

Current copies of the forms and guidelines are available from the NZQA website.

- <http://www.nzqa.govt.nz/providers-partners/registration-and-accreditation/course-approval-and-accreditation/>

## 5.3 General Guidelines for Applications

The 'Requirements and Guidelines for course approval and Accreditation' (above) is a detailed document outlining the requirements for seeking approval and accreditation.

To ensure the subject specific elements of the course meet the criteria, the Qualifications Authority requires all applications to include a report from an independent subject expert. Template and guidelines also available from the NZQA website

This report provides independent verification for the Board, via the Academic Committee and ultimately to the Qualifications Authority, that the subject elements of the course are satisfactory.

The course developer recommends to the Academic Committee that the programme be approved and submitted to NZQA or if a programme does not meet required standards it is referred back to the course developer for further development.

The Academic Committee approves the programme, or in the case of non-approval by the Academic Committee the programme is referred back to the course developer. The Academic Committee specifies the nature of the resubmission process. For MOE funded programmes, the Corporate Services Manager under instruction from the Quality Manager provides the MOE with documentation required for funding approval.

Relevant parties including the Academic Committee are informed upon receipt of NZQA approval.

## 5.4 Implementation

The implementation process involves:

- Establishment of an accurate budget for the new programme and confirming these costs can be addressed within current approved budget. If it cannot then costings are given to the CEO for approval.
- Resource development prior to course commencement
- Student loan and allowance approval sought from MOE
- Administration and Marketing are advised by Quality Manager of the programme's status.

