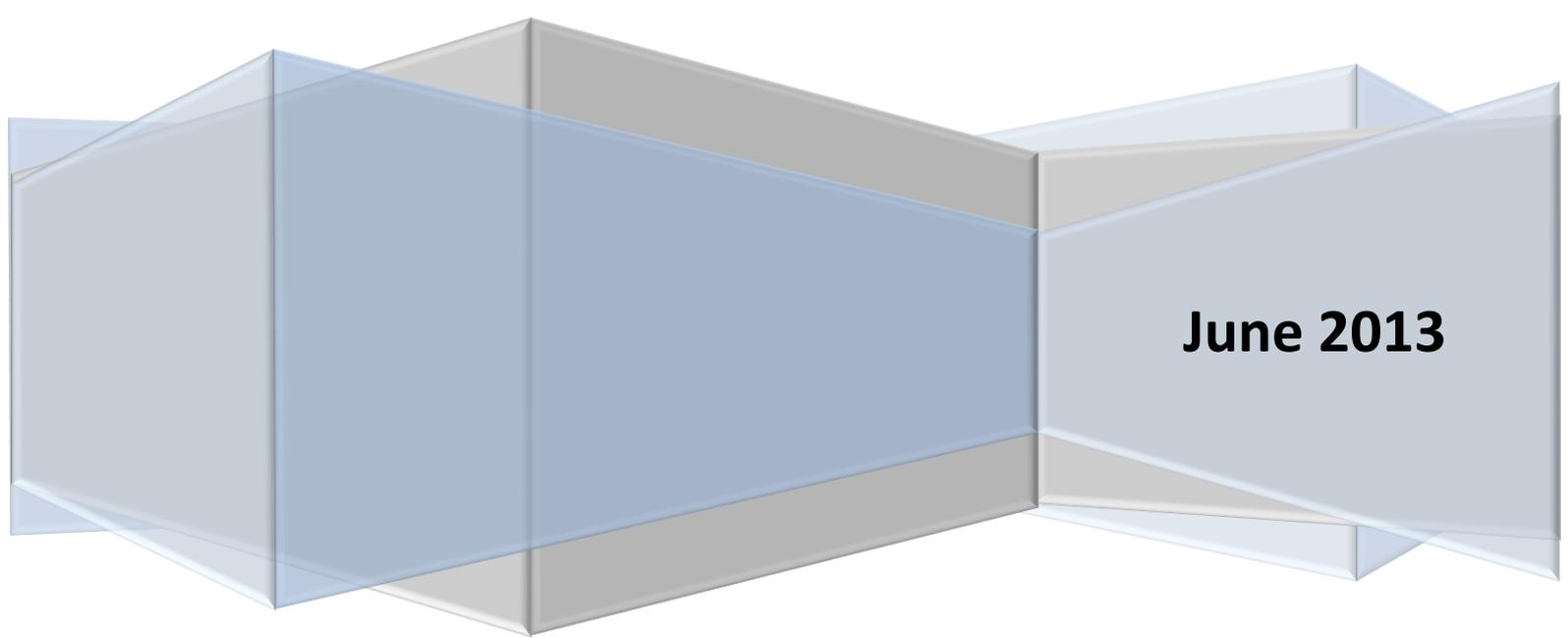


NZQA

Review Plan

**Mandatory Review of Information and
Communication Technology (ICT) Qualifications**

Compiled for the Steering Group by NQS



June 2013

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1. Purpose

The NZ Qualifications Authority (NZQA) is currently overseeing the *Mandatory Review of Qualifications*, a review of all qualifications on the New Zealand Qualifications Framework (NZQF) that meet specific criteria.

The criteria include the review of all qualifications at levels 1-6 on the NZQF (Certificates and Diplomas), excluding qualifications offered by the University sector. The review aims to reduce the duplication and proliferation of qualifications; to ensure the qualifications meet the overall needs of the particular sector and are useful, relevant and fit for purpose; and meet the new requirements for listing qualifications on the NZQF.

The purpose of this review plan is to outline how the Mandatory Review of Information and Communications Technology (ICT) qualifications will be conducted, including objectives and scope; timelines and deliverables; and an outline of the approach including roles and responsibilities, resourcing, stakeholder communication and consultation, constraints and risks, and developing the needs analysis.

2. Objectives

The mandatory review of ICT qualifications aims to reduce the duplication and proliferation of qualifications on a national scale, and to design and have registered on the New Zealand Qualifications Framework (NZQF) a suite of ICT qualifications that are useful, relevant and valuable to current and future learners, employers and other stakeholders.

The Review was triggered 27 March 2013, and the goal is to meet the approval to list requirements for a new suite of ICT qualifications in stage 1 (by 27 September 2013), with follow-up to fully develop the qualifications in stage 2; with stakeholder involvement in and support for the resulting qualifications.

3. Scope

The review is limited to considering the 214 IT/ICT/Computing-related qualifications at levels 1 to 6 on the NZ Qualifications Framework (NZQF) as listed in Appendix 1.

This includes **Certificates and Diplomas** offered by Institutes of Technology and Polytechs (ITPs) and Private Training Establishments (PTEs). Note that qualifications offered by Universities are specifically excluded.

The project excludes qualifications in other areas that may have some links to ICT, such as Graphics and Design, Telecommunications and Business-specific technology. However the intention is to maintain communication and connection with other reviews that are related to the ICT review project.

3.1 Links to other review projects

The ICT review has links to/synergies with a number of other mandatory reviews, including:

- Creative Arts Qualifications Review - for computer graphics, and digital technology related design qualifications (*2013 - NQS – Marcia Isles*)
- Business Qualifications Review - for business administration and technology (BAT) related computing user of digital technologies qualifications; and team leader/management and project management qualifications (*commenced Q1 2012 - NQS – Michel Norrish*)
- General Education Qualifications Review - for foundation learning which may include digital literacy/technology related computer user qualifications (*not yet commenced*)
- Telecommunications Qualifications Review - (*commenced Q3 2011 – Skills Organisation - Kharen Hope*)

- Electro-technology Qualifications review – for electrical technicians qualifications (*commenced Q3 2011 – Skills Organisation - Glenn Nicholson*)
- Contact Centre Sector Qualifications review – for call centre qualifications (*Q1 2012 – Skills Organisation - Glenn Nicholson*)

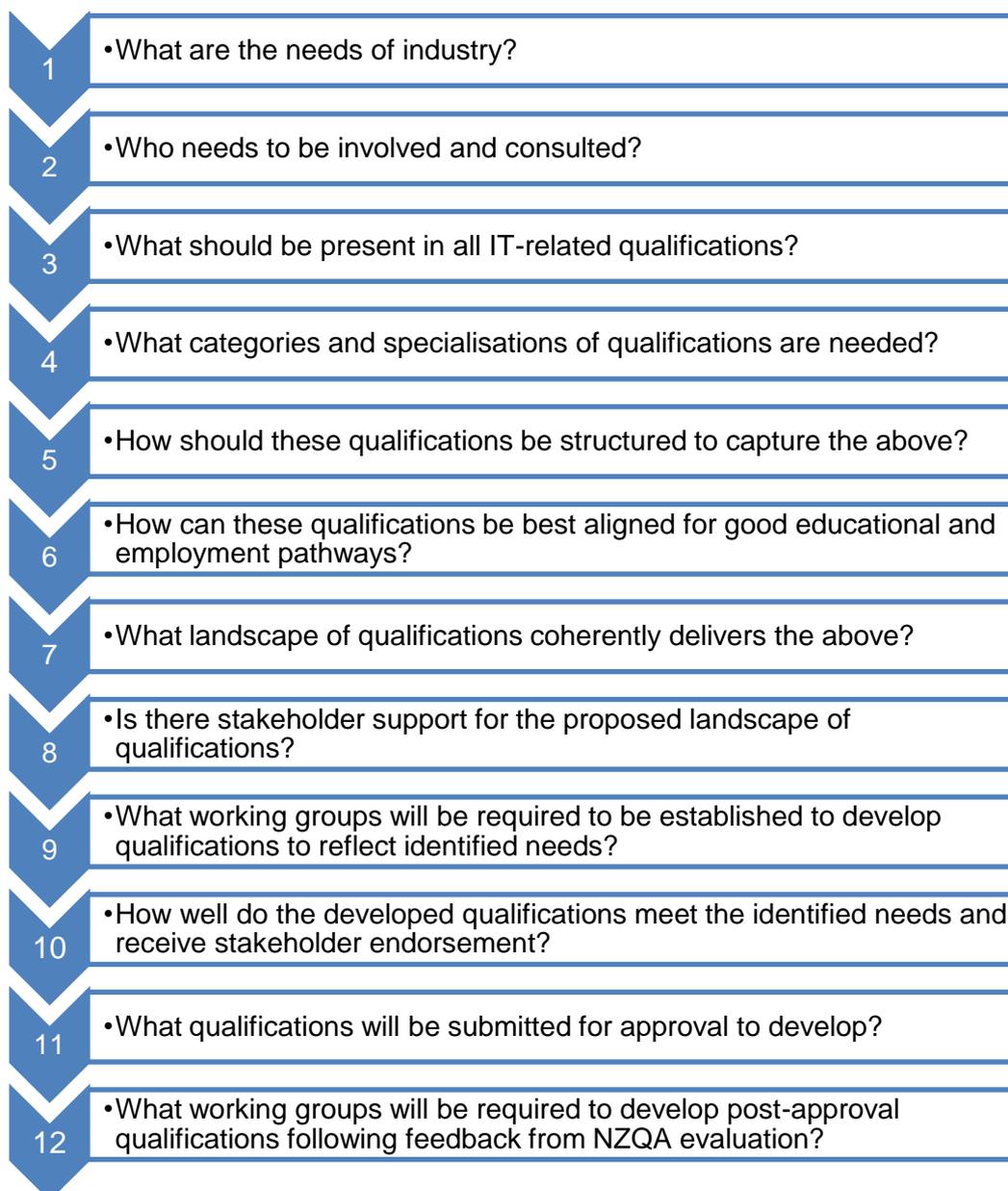
There are a number of other reviews that may include aspects of IT ‘user’ tools specific to their industry sector, and these are outside the scope of this review.

The project scope includes:

- the examination of current and probable future job roles, training and qualification needs across the IT sector, including pathways into and through the sector; and
- the design and development of a proposed suite of ICT qualifications to meet the needs identified; through approval to develop, to listing on the NZQF.

4. Approach

The process of reviewing and developing the IT qualifications will follow this general approach to determine:



This process will be applied to design a landscape of IT qualifications, which working groups will then develop into the new suite of IT qualifications. A summary of requirements for application to develop qualifications is contained in appendix 2 *Mandatory deliverables*, including information and evidence requirements and the process and templates for submission.

4.1 Roles and responsibilities

The work of the Review will be in accordance with the *Requirements for listing and maintaining qualifications on the New Zealand Qualifications Framework*.

The review is being led by the Institute of IT Professionals (IITP) in partnership with the National Qualifications Service (NQS) of NZQA. IITP is leading and organising the Steering group providing governance of the process, and NQS leads and operates the project team running the project and development process. Specific responsibilities are detailed in the Terms of Reference for the Steering Group (appendix 3), and can be summarised as follows.

- IITP will convene and manage the **Governance** of the review through the Steering Group. This will ensure a strategic direction is established and implemented; with associated consultation and communication with key stakeholders and interested parties; and providing IT technical oversight and endorsement for the ICT qualifications developed. Appointing organisations are expected to cover the cost of travel for their Steering Group appointee.

Steering Group – Review of ICT Qualifications Review	
Nominating Organisation	Name and organisation
IITP NZ (Chair).....	Paul Matthews, IITP
<u>Industry nominees (4):</u>	
Software NZ.....	Gareth Cronin, Orion Health
NZRIse	Mindi Clews, Equinox Ltd
CITRENZ	John Ascroft, Jade Software Corporation
NZAPEP	Jacob Samuel, Concerto Networks
<u>Educational Provider Nominees (3)</u>	
CITRENZ	Samuel Mann, Otago Polytechnic
NZAPEP	Margie Sorensen, Information Technology Training Institute
Te Wānanga o Aotearoa	Damian Adamski, TWOA
NZACDITT - ICT Teacher Nominee	John Creighton, Burnside High School
NZQA – NQS	Rod Bentham, NZQA - NQS

Ken Simpson has been appointed by the Quality Assurance Division of NZQA as the professional advisor for the review.

- NQS will manage the **project team**; stakeholder consultation and communications including a public website; compilation of a needs analysis with technical input from the IT sector; workgroup convening and facilitation of qualification development work; preparation and submission of the applications to develop the new ICT qualifications. NQS project team contact is Diana Garrett.
- The **Stakeholder** reference group will be made up of all stakeholders (see stakeholders section below), and will be consulted and have opportunity for input to the review.
- Working Groups** will be formed from the stakeholder reference group for specific review areas. The Steering Group will provide strategic guidance to the working groups on the landscape of qualifications to be developed. Working group members will be expected to contribute to the cost of attending work groups.

4.2 Stakeholders

The review will be undertaken in cooperation with current owners of ICT qualifications and with other stakeholders, including national peak bodies and industry organisations, with a steadily growing number of interested stakeholders on the email consultation list. The stakeholders being consulted include:

- Mandatory stakeholders – current qualification owners;
- Current and prospective providers that include ITPs, PTEs, Māori and Pasifika providers, secondary schools; and their respective peak bodies and consultation networks;
- Students, learners and graduates;
- Industry organisations including professional and industry groups, and the broad ICT community these industry groups reach (e.g. IITP, NZRise, Software NZ, CITRENTZ, NZAPEP, NZACDITT, NZICT) as well as other informal user groups and networking associations;
- Designated agencies, including Government agencies such as Ministry of Education, Tertiary Education Commission, NZQA, Education NZ; Ministry of Business, Innovation & Employment (Labour and Immigration NZ); Ministry of Pacific Island Affairs; Ministry of Social development;
- Other organisations and people who express an interest, including community groups, 2020 Communications Trust, employers and ITOs.

4.2.1 Consultation and communication

The review team is keen to provide as much opportunity as possible for ICT qualification owners (mandatory stakeholders) and all interested stakeholders to engage and be kept fully informed of progress and decisions as the review progresses. Stakeholders will be regularly invited to contribute opinions, ideas, and feedback. Communication with stakeholders may be directly from the review mailing list, and/or via one of several industry mailing lists such as IITPs and other participating associations; or through links to one of the professional bodies involved in the review such as CITRENTZ or NZAPEP, and some that are not directly involved such as NZICT and TUANZ.

A variety of communication tools are being leveraged during the review process, including webpage, email communications and surveys. The Steering group is comprised of nominees from industry and provider group representative bodies, and whilst maintaining the confidentiality requirements in the Steering Group terms of reference, appointees are expected to liaise with their respective constituents as required by the review.

Webpage:

An ICT qualifications review webpage <http://www.nzqa.govt.nz/qualifications-standards/qualifications/information-and-communication-technology-qualifications/review-of-ict-qualifications/> was developed in January 2013, and will be maintained for the duration of the review to allow stakeholders and interested parties to track progress and easily access information on the review. The webpage contains background information on the review, details of Governance including minutes from meetings, plans and consultation documents.

Email account:

An ICT qualifications review email was established ictquals.review@nzqa.govt.nz in January. People can sign up to the mailing list for consultation and to get updates directly at <http://tinyurl.com/QualsReview>.

Surveys:

Surveys are being used as a tool to obtain prompt feedback from stakeholders on key areas that inform the review. A survey of providers was undertaken in April/May to gather high level information for the review; and in May/June an industry survey to identify industry needs and confirm proposed industry roles which review qualifications may lead to. Additional surveys will be undertaken if required.

Documents and consultation:

Review documents will be made available to all stakeholders as soon as they've been considered by the Steering Group, and the aim is to consult widely. A draft landscape of proposed IT qualifications will be considered at the 11 June meeting of the Steering Group, and stakeholder consultation on this is proposed for three weeks commencing in the second half of June. The final landscape of qualifications, following input from working groups, will be put out for wide consultation and feedback before it is submitted.

Further information on proposed surveys and consultation is contained in the timelines and deliverables section.

4.3 Resourcing

Details of the approach to resourcing the review are contained in the terms of reference for the Steering Group (included as appendix 3), which was available for stakeholder input on the website from January through April 2013. The review is being funded on a contributory basis.

Governance:

IITP is responsible for the operation and administration of the Steering Group, including meeting organisation and facilitation; preparing and disseminating meeting papers and records; logistics around meeting venues and catering. Appointing organisations are expected to cover the cost of travel for their Steering Group appointee. Some funds may be available to assist with travel costs in some circumstances when no other option is available.

Project management:

NQS is responsible for managing the project team; compilation of a needs analysis with technical input from the IT sector; organising and facilitating working groups at Steering Group direction; maintaining webpages for information and communication of review progress; preparing documents required for approval to develop and approval to list qualifications, for endorsement by the Steering Group; completing administrative tasks associated with the review (excluding the Steering Group), including arranging meeting venue and catering, travel and accommodation. Working groups are being resourced on a contributory basis, and the appointees organisations are expected to cover the cost of time and travel for their Working Group appointee. Some funds may be available to assist with travel costs in some circumstances when no other option is available.

Stakeholders:

Stakeholders are expected to engage with the review contributing their time, expertise, and attendance where appropriate, and respond to communications and consultations in a timely manner.

4.4 Constraints, assumptions and risks

The co-lead approach to the review provides a balance of IT industry specific leadership and oversight, and related technical support surrounding the qualification review process.

However there are constraints and assumptions around a number of areas including:

- Interest in and support for the project from the IT sector and other stakeholders, including commitment and support for the proposed contributory model to resource the review;
- As co-leads, IITP and NQS will actively engage and keep each other posted on progress and developments;
- Sourcing appropriate industry related technical input for the needs analysis;

- Limited access to research that may inform the review, and confidentiality of usage information (existing qualifications);
- Steering Group will guide and inform the review process to meet rules and regulations set by NZQA QAD, including the design and development of qualifications and the needs analysis;
- Two two-day meetings will be sufficient for working groups to design the proposed qualifications to approval to develop stage;
- Review time constraints will allow sufficient opportunity for the design of new qualifications, with feedback loops for testing the market and making recommended improvements;
- Review time constraints will allow sufficient consultation to enable effective engagement, feedback and acceptance from a range of stakeholders and peak bodies with an interest in the use and appropriateness of current and future IT qualifications.

4.4.1 Risks

There are a number of risks that may impact the review, including:

Risk	Description	Mitigation
1	<p>Stakeholder consultation Review timeframe may be too challenging to enable effective consultation with stakeholders at each stage of development, and may impact on quality of product.</p>	<ul style="list-style-type: none"> • Signal to stakeholders at the outset that timeframes are very tight and keep them informed through website; • ask for timely responses where specific feedback required; • encourage early engagement with the review and lever existing representative groups to spread the word; • explore option to extend submission target date for application to develop if additional consultation round required to ensure stakeholder engagement and consultation requirements for review met; • explore option of split submissions if required due to longer consultation timeframes needed for community based digital literacy/computing user qualification development.
2	<p>Time constraints & outputs Required outputs not achieved within proposed timelines; or may not be fit-for purpose or have legitimacy within the sector.</p>	<ul style="list-style-type: none"> • Maintaining the project plan as a living document; • maintaining open and frequent communication between the co-leads and steering group; • preparing for possible obstacles in advance; • adjusting for required changes as they emerge.
3	<p>Governance Concern about composition and balance of steering group, particularly digital literacy sector interest under-representation.</p>	<ul style="list-style-type: none"> • Proposed composition and appointment process provided for consultation as part of terms of reference; • Opportunity to co-opt additional expertise or members if required, or involve other parties through working groups and/or presentations to the SG.
4	<p>Review requirements Lack of familiarity around the purpose and requirements of the mandatory review of qualifications.</p>	<ul style="list-style-type: none"> • Professional Advisor attending significant meetings; • NQS rep on steering group; • clarify requirements around TRoQ, mandatory review of ICT qualifications and expected outputs at first SG meeting, and make links available from review website; • reinforce level descriptors; • encourage discussion around needs of employers and potential target markets for ICT qualifications.

5	<p>Agreement/Endorsement Consensus may be difficult to reach due to diversity of interests of stakeholders.</p>	<ul style="list-style-type: none"> • Fostering a climate of cooperation and reinforcing the need to make qualifications as relevant and future proof as possible; • thorough needs analysis to inform and support decisions; • regular updates on review website, and communications through consultation and other networks; • engagement of diverse stakeholders for work group development of proposed qualifications; • Steering group influence of respective stakeholder sectors.
6	<p>Stakeholder attestation forms Challenges in obtaining completed NZQF2 & NZQF6 forms required as part of submission for approval to develop qualifications <i>(involvement in pre-development stage and support for new quals; intent to relinquish existing quals)</i></p>	<ul style="list-style-type: none"> • Planning and communication; • Engage regularly with stakeholders and alert to timeframes; • Identify proposed mapping of 'replacement' qualifications for existing qualifications as early as possible; • Follow-up 2 weeks prior to submission.
7	<p>Work group participation Sufficient experienced work group participants may be difficult to find due to numbers of reviews, potential shortage of availability and contributory model for expenses.</p>	<ul style="list-style-type: none"> • NQS will enlist the support of the steering group, stakeholder consultation list and networks to disseminate invitations for the workgroups; • NQS budget a contingency amount to contribute to some of the costs of essential working group members that can't finance their involvement by other means.
8	<p>Resourcing Resistance from ICT sector to contribute financially to involvement in the review.</p>	<ul style="list-style-type: none"> • Terms of reference for the review signalling requirement for contributory model for review; • Sector contribute to costs; • NQS/IITP budget a contingency to cover unplanned expenses related to project workgroups and/or Steering Group members.
9	<p>Co-leadership Joint leadership of review creating challenges to effective project management.</p>	<ul style="list-style-type: none"> • Clear responsibility areas specified (Steering group terms of reference agreement); • open and regular communication maintained; • provide NZQA review webpage; • NQS project manager in attendance at Steering Group meetings.
10	<p>Frameworks and communication ICT sector may not understand distinction between industry framework levels and qualifications framework and associated levels.</p>	<ul style="list-style-type: none"> • Clear communications where frameworks specified, including linkages, levels and links to further information • Clear explanations in the needs analysis, including links to various frameworks being considered as part of the review such as Skills Framework for the Information Age (SFIA), New Zealand Qualifications Framework (NZQF)

5. Timelines and deliverables

The Review is working towards meeting the key deliverables required for a mandatory qualifications review. These are to submit this review plan within three months of the trigger date (by 27 June 2013), and to submit the application to develop qualifications with supporting evidence and documentation within 6 months of the trigger date (by 27 September 2013). The mandatory deliverables are covered in more detail in appendix 2, and specifics for this review in appendix 4.

An overview of the timelines and deliverables to achieve this are summarised as follows.

Establish relationships – IITP, key stakeholders and prepare for trigger

- Stakeholder consultation re review lead and approach June-October 2012
- Review lead confirmed as IITP & NQS (NZQA) Oct-Nov 2012
- Draft ToR for steering group developed Nov 2012 – Feb 2013
- Initial preparation for the needs analysis Nov 2012 – March 2013
- Webpage creation and consultation lists developed Jan 2013
- Communication to stakeholders about Review February 2013
- Steering group formed (IITP) Jan/April 2013
- Stakeholders advised of review trigger (27 Mar); meetings March 2013

Conduct the review

- Initial needs analysis compiled – draft Feb/May 2013
- Steering group meeting 1: scene setting, gap identifying 9 April 2013
- Provider survey – high level info gathering April/May 2013
- Steering Group meeting 2 (Teleconf): Graduate Roles 22 May 2013
- Industry roles & needs consultation (to industry lists) 23 May/7 June 2013
- Review plan - prepare and sign-off (by 27 June) May/June 2013
- Skills map for qualifications; and industry roles May/June 2013
- New qualifications map – prepare suite for 1st consultation May/June 2013
- Needs analysis draft to SG - sign-off for consultation June 2013
- Steering group meeting 3: Plan, landscape, NA, WG, C&C 11 June 2013
- Stakeholder consultation re proposed landscape, with NA 21 June – 12 July 2013
- Work group expressions of interest; and meeting brief prep 21 June – 5 July 2013
- Steering Group meeting 4 (Teleconf): confirm WGs & notify 9 or 10 July 2013
- Steering Group meeting 5 (Teleconf): confirm WGs brief; SG consider landscape consultation feedback 16-18 July 2013
- Work groups design & develop post consultation quals 23/31 July 2013
- Steering Group meeting 6:
SG consider & endorse draft quals for re-work/consultation WC 6 Aug 2013
- Stakeholder consultation for feedback on draft new quals (2 weeks) Aug 2013
- Consultation feedback compiled and analysed for SG late August/early Sept 2013
- Steering Group meeting 7 (Teleconf):
SG consider feedback & whether WGs reconvened late August/early Sept 2013
- Revise draft quals and finalise for steering group sign-off Sept 2013
- Steering Group meeting 8:
SG endorsement of quals early-mid Sept 2013
- Needs analysis compiled – final Sept 2013
- Proposed qualifications forms prepared (NZQF1) Sept 2013
- Review report prepared (NZQF5) August/Sept 2013
- Stakeholder attestations (NZQF2&6) August/Sept 2013
- Steering Group meeting 9 (Teleconf?):
SG endorsement of review report and documentation Mid-late Sept 2013
- Applications for pre-approval prepared and lodged By 27 September 2013
- *Response received from NZQA QAD Dec 2013/January 2014*

Note: If the Steering Group require the draft qualifications to be re-worked following the late July working group meetings, this will likely impact the following timelines by 3-4 weeks, and compromise the target submission date.

Following approval to develop

- | | |
|---|---------------------|
| • Incorporate feedback from QAD and develop quals | Dec 2013/March 2014 |
| • Steering group endorsement of developed quals | March/April 2014 |
| • Consultation on proposed qualifications | March/April 2014 |
| • Incorporate feedback and finalise quals for approval | April/May 2014 |
| • Steering group sign-off new quals for submission to QAD | May 2014 |
| • Proposed Application for approval of qualification forms prepared (NZQF3) | May/June 2014 |
| • Stakeholder attestations (NZQF4) | May/June 2014 |
| • Applications for approval of new quals submitted to QAD | aim for June 2014 |

Communications: On-going updates to website with key developments including minutes from meetings, surveys, consultations etc.

Attached as appendix 4 is an ICT review plan chart which portrays the key work-streams and time-lines associated with the review; and appendix 2 details the mandatory deliverables.

5.1 Needs analysis

The needs analysis is the research document being prepared to inform and support the decisions required for the mandatory review of ICT qualifications, at levels 1-6 on the NZQF. The needs analysis report will provide evidence of investigation, analysis and consultation to inform the decisions of the Steering Group when designing the future range of ICT qualifications, and support the application to list new qualifications.

The report will define the sector and industry needs, consider the workforce requirements, analyse existing ICT qualifications under review including 'categories', and will incorporate a future focus where possible.

The needs analysis will quantify need, in terms of:

- Supply and demand factors
- Identifying gaps
- Identifying potential strategic benefits for learners, employers, industry and communities.

The needs analysis will include analysis of material from the literature search and other published information on the ICT sector; and will rely on contributions from individual Steering Group members, from owners of current qualifications, and from other stakeholders. It will have a future focus and be comprehensive, and take into consideration feedback from stakeholders.

Consultation will also be undertaken to confirm the need and strategic fit and sufficiency of demand of the proposed new qualifications.

Following is the plan for the research process for the needs analysis.

1. Identify and plan methodology, prepare brief, and seek involvement of contractor to prepare needs analysis. Seek alternatives. December 2012- February 2013.
2. Preliminary data gathering of existing qualification usage and content analysis for potential clustering. Literature search undertaken. Stakeholder involvement and contributions towards the needs analysis and review of ICT qualifications sought. December 2012 - March 2013.
3. Requirements identified and preliminary research sources scoped for the needs analysis. Communications and meetings with industry peak body representative (IITP) and other Government agencies interested in ICT sector (MBIE – including Labour, Immigration) to

identify further sources relevant to the ICT Review. Contributions requested from Steering Group members. February/April 2013.

4. Information gathering and data analysis of appropriate resources. Clarification of suitable categories to cluster existing qualifications for analysis. Communication with leads from other qualification reviews that may have synergies with ICT review, around findings from their reviews that may impact and inform the ICT review. December 2012 – April 2013.
5. Preparation of needs analysis content, and needs analysis presentation to the first ICT Steering Group meeting on 9 April 2013. Introduction to the needs analysis, including how and why it is required as part of the review; initial findings from analysis of existing data including possible cluster categories, supply and demand; and identification of gaps. Feedback and input to the project sought, included clarification of the forward process to fill gaps and complete the draft needs analysis report for consultation.
6. Steering Group confirm the future direction of the needs analysis, including providing input from the members on industry roles and needs for ICT qualifications at NZQF levels 1-6. April/May 2013.
7. Survey of providers seeking input to the review, particularly around what qualifications prepare students for, specific need of learners including Maori and Pasifika learners, educational and employment pathways, evidence of industry need for specific qualifications, and thoughts on potential structures for the ICT qualifications review. CITRENZ April-May 2013
8. Industry roles and needs consultation prepared by IITP to inform skills map for qualifications. 20 May/5 June 2013
9. Analysis of feedback from provider survey data and employer/industry input re roles. Incorporate findings into the needs analysis report. May-June 2013.
10. Updated findings reported to the Steering Group meeting 11 June. Feedback from the Steering Group on any gaps that need filling before material made available to working groups. May-June 2013.
11. Workforce and proposed qualifications map prepared for consultation. May-June 2013
12. Draft needs analysis prepared and endorsed by the Steering Group, and made available for workgroups and consultation. June 2013
13. Incorporate feedback from consultation with stakeholders and working groups to the draft needs analysis report by July-August 2013.
14. Prepare table of existing qualifications with proposed change of status (links to NZQF6 forms)
15. Prepare final written needs analysis report by 10 September 2013
16. Prepare addendum if required – Proposed ICT qualifications with justification September 2013
17. Submit final needs analysis, in support of application to develop new ICT qualifications, by 27 September 2013.

The needs analysis will be a living document during the review process. A draft will be made available to stakeholders during the workgroup development phase. Feedback from various surveys and new discoveries may be added to the document during the review process. The needs analysis is a mandatory requirement and will be finalised in September in support of the submission of the application for approval to develop qualifications.

6. Approvals

The review plan has been prepared by the NQS project team for endorsement by the Steering Group before submission to NZQA QAD by 27 June 2013.

The Steering Group endorsed the review plan at their 11 June 2013 meeting.

Approved by:

Paul Matthews, Chair

On behalf of ICT Qualifications Review Steering Group

Appendix 1: ICT Qualifications Mandatory Review Schedule List – 2013

Information and Communication Technology - 214 qualifications in review by level and credits

Code #	Qualification title	Qualification developer	Level	Credits
OT5033	Certificate in Computing (Level 1)	Otago Polytechnic	1	40
WK2515	Certificate in Computer Applications	Waikato Institute of Technology	2	40
106999	Certificate in Computing and Internet Core Competencies	Computer Press Limited	2	42
111163	Certificate in Computing and Internet Core Competencies IT Training Certificate in Desktop Publishing and Web Design	Information Technology Training Institute	2	42
111165	National Certificate in Computing	Information Technology Training Institute	2	43
10	National Certificate in Computing	NZQA National Qualifications Services	2	43
PC9567	Certificate in Digital Literacy	New Zealand School of Education Limited	2	48
AO3194	Certificate in Computer Skills	Aoraki Polytechnic	2	60
NE4622	Certificate in Computer Technology (Level 2)	Nelson Marlborough Institute of Technology	2	60
AW1249	Matahihiko: Certificate in Introductory Computing	Te Whare Wananga o Awanuiarangi	2	60
WR2824	Certificate in Computer Skills (Level 2)	Waiariki Institute of Technology	2	60
WK2516	Certificate in Computer Skills	Waikato Institute of Technology	2	60
HV4076	Certificate in Computer Applications (Level 2)	Wellington Institute of Technology	2	60
NT4681	Certificate in Computing (Level 2)	NorthTec	2	61
TA4905	Certificate in Computing	Eastern Institute of Technology	2	65
ST5080	Certificate in Introductory Computing Studies	Southern Institute of Technology	2	120
AI2021	Certificate in Computing	Te Wananga o Aotearoa	2	120
AI1045	Certificate in Computing and Business Administration	Te Wananga o Aotearoa	2	120
MATOP1	Certificate in Computing for Business	Universal College of Learning (UCOL)	2	120
104040	Poupou Rorohiko Certificate in Information Communication Technology (Level 3)	Te Wananga o Raukawa	3	40
WK2546	IT Training Certificate in Desktop Publishing and Web Design	Waikato Institute of Technology	3	40
111166	Poupou Rorohiko (PpR)	Information Technology Training Institute	3	42
RK0036	Poupou Rorohiko (PpR)	Te Wananga o Raukawa	3	45
11	National Certificate in Computing	NZQA National Qualifications Services	3	46
PC3217	Certificate in Information Technology	Quantum Education Group Limited	3	52
BP3424	Certificate in Computing (Level 3)	Bay of Plenty Polytechnic	3	60
HB3804	Certificate in Computing	Eastern Institute of Technology Institutes of Technology and Polytechnics in New Zealand	3	60
106362	Certificate in Computing	Otago Polytechnic	3	60
OT5083	Certificate in Information Technology (Level 3)	Otago Polytechnic	3	60
ST4964	Certificate in Computing (CIC)	Southern Institute of Technology	3	60
AI1046	Certificate In Computing Certificate in Computing and Communications Technology (Level 3)	Te Wananga o Aotearoa	3	60
WR2781	Certificate in Computing (Level 3)	Waiariki Institute of Technology	3	60
CT3700	Certificate in Computing (Level 3) Certificate in Computing and Information Technology Level 3	Wellington Institute of Technology	3	60
TK0904	Certificate in Computing	Western Institute of Technology at Taranaki	3	60
PR4766	Certificate in Computing	Whitireia Community Polytechnic	3	60
PC9493	Certificate in Computing NZIS Certificate in Information Communication Technology	Edenz Colleges Limited	3	62
PC9287	ETC Certificate in Computing	New Zealand Institute of Sport Limited	3	62
PC9037	ETC Certificate in Computing	English Teaching College	3	64
NT4682	Certificate in Computing (Level 3)	NorthTec	3	64
MA4117	Certificate in Information Technology for Business Certificate in Advanced Information Technology (Systems Administrator)	Universal College of Learning (UCOL)	3	65
PC3219	Certificate in Computing Essentials	Quantum Education Group Limited	3	66
PC9669	Certificate in Information Technology	Learning Post	3	67
AO3127	Certificate in Computer Support and Network Technology	Aoraki Polytechnic	3	70
PC9231	Certificate in Information Technology	Learning Post	3	78
PC3215	Certificate in Information Technology (Applications and Technical)	Quantum Education Group Limited	3	78
PC3218	Certificate in Computing and Office Systems	Quantum Education Group Limited	3	82
PC9239	ILP Certificate in Computing	Learning Post	3	100
PC9059	ILP Certificate in Computing	Onsite Education	3	119
PC1589	Certificate in Computing (Nga Mahi Rorohiko)	Aronui	3	120
PC9145	Certificate in Computing (Software Development)	Quantum Education Group ES Limited	3	120
PC9147	Certificate in Computing (Business Analysis)	Quantum Education Group ES Limited	3	120

Code #	Qualification title	Qualification developer	Level	Credits
ST5232	Certificate in Computing (VLC)	Southern Institute of Technology	3	120
AI1098	Certificate in Computing	Te Wananga o Aotearoa	3	120
112942	Rorohiko Programme	People Potential Limited	3	123
OT5042	Certificate in Computer Maintenance	Otago Polytechnic	4	40
PC2330	Certificate in Network Systems Engineering	AMES Training and Resource Centre Limited	4	48
PC2329	Certificate in Desktop Application Development	AMES Training and Resource Centre Limited	4	51
CH3870	Computer Networking Instructors Certificate	Christchurch Polytechnic Institute of Technology	4	60
CH4027	Certificate in Information and Communications Technology MIT Certificate in Information and Communications Technology (Level 4)	Christchurch Polytechnic Institute of Technology	4	60
MN4456	National Certificate in Computing	Manukau Institute of Technology	4	60
236		NZQA National Qualifications Services	4	60
OT4859	Certificate in Information Technology (Level 4)	Otago Polytechnic	4	60
WC3051	Certificate in Information and Communications Technology (Level 4)	Tai Poutini Polytechnic	4	60
CA2180	Certificate in Information Technology	Unitec New Zealand	4	60
WR2879	Certificate in Computing and Communications Technology (Level 4)	Waiariki Institute of Technology	4	60
HV4215	Certificate in Interactive Computing (Level 4)	Wellington Institute of Technology	4	60
HV4472	Certificate in Computing (Level 4)	Wellington Institute of Technology	4	60
109144	ICNZ Certificate in Computing	International College of New Zealand Limited	4	62
PC9657	Certificate in Computer Programming	Learning Post	4	62
109236	Te Kete Tokorau	Te Whare Wananga o Awanuiarangi	4	62
PC9713	Certificate in Computer Desktop Support	Quantum Education Group Limited	4	63
AO3167	Certificate in Multimedia & Web Design	Aoraki Polytechnic	4	64
MA4043	Certificate for Advanced Computer Users	Universal College of Learning (UCOL)	4	64
TK0601	Certificate in Interactive Computing	Western Institute of Technology at Taranaki	4	64
105285	Auckland Wise Certificate in Computing	AWI International Education Group	4	90
PC3528	Certificate in Web Authoring and Database Design	Learning Post	4	102
AO3265	Certificate in Applied Computing Skills (Level 4)	Aoraki Polytechnic	4	120
AO3325	Certificate in Information and Communications Technology	Aoraki Polytechnic	4	120
OT5004	Certificate in IT Service and Support	Otago Polytechnic	4	120
AI1076	Certificate in Computing Level 4	Te Wananga o Aotearoa	4	120
PC9160	Certificate in Information Technology Support Certificate in Networking Device Administration and Support	BEST Pacific Institute of Education Limited	4	122
111567		AMES Training and Resource Centre Limited	5	40
PC2884	Certificate in Computer, Technical and Helpdesk Support	AMES Training and Resource Centre Limited	5	40
PC9507	Certificate in Network Device Management	AMES Training and Resource Centre Limited	5	40
PC9752	Certificate in Windows Network Administration	AMES Training and Resource Centre Limited	5	40
PC9813	Certificate in Computer Technical and Client Support	AMES Training and Resource Centre Limited	5	40
PC9814	Certificate in Windows Server Administration	AMES Training and Resource Centre Limited	5	40
112344	Certificate in Computer Technical Support	Aronui	5	40
112774	Certificate in Computer Servicing	Information Technology Training Institute	5	40
112775	Certificate in Computer Networking	Information Technology Training Institute	5	40
112784	Certificate in Computer Networking and Communications	Information Technology Training Institute	5	40
112785	Certificate in Linux Systems	Information Technology Training Institute	5	40
OP5266	Certificate in Web Design and Writing	The Open Polytechnic of New Zealand	5	40
PC2210	Certificate in Advanced Software Development	AMES Training and Resource Centre Limited	5	48
PC2767	Certificate in Database Administration	AMES Training and Resource Centre Limited	5	48
PC3482	Certificate in SQL Server Management	AMES Training and Resource Centre Limited	5	48
PC9262	Certificate in Network Administration	AMES Training and Resource Centre Limited	5	48
PC9771	Avonmore Certificate in Computer Technician Skills	Avonmore Tertiary Academy Limited	5	51
113149	Certificate in Computer Network Administration	Apostolic Training Centres Limited	5	60
CH3869	Certificate for Computer Technicians	Christchurch Polytechnic Institute of Technology	5	60
ST5136	Certificate in Technical Computing	Southern Institute of Technology	5	60
HV4306	Certificate in Desktop Support (Level 5)	Wellington Institute of Technology	5	60
PR4912	Certificate in Information Technology	Whitireia Community Polytechnic	5	60
PC9416	Certificate in Computer Servicing	New Zealand School of Education Limited	5	63
MA4048	Certificate in Networking and Desktop Support	Universal College of Learning (UCOL)	5	63
WK2465	Certificate in Computing and Information Technology	Waikato Institute of Technology	5	63
TK0905	Certificate in Computing and Information Technology Lvl 5	Western Institute of Technology at Taranaki	5	63

Code #	Qualification title	Qualification developer	Level	Credits
PC9563	Certificate in Database Administration (SQL) and Programming Techniques (.NET)	New Zealand School of Education Limited	5	68
PC9770	Avonmore Certificate in Computer Networking	Avonmore Tertiary Academy Limited	5	72
109388	Certificate in Computer Hardware and Software Support	Institute of Applied Learning Limited	5	78
PC9041	Certificate in Internet Technology (Customer Service)	Institute of Applied Learning Limited	5	78
CA2193	Certificate in Computing Systems	Unitec New Zealand	5	108
PC4013	Diploma in Information Technology	AIS St Helens	5	120
PC3527	Diploma in Software Development	AMES Training and Resource Centre Limited	5	120
PC9370	Diploma in Help Desk & IT Support	AMES Training and Resource Centre Limited	5	120
PC9750	Diploma in Systems Administration	AMES Training and Resource Centre Limited	5	120
PC9812	Diploma in Computing and Network Support	AMES Training and Resource Centre Limited	5	120
AO3289	Diploma in Information Systems Development (Level 5)	Aoraki Polytechnic	5	120
112620	Diploma in Computer Technical and Client Support	Aronui	5	120
BP3465	Diploma in Applied Computing Level 5	Bay of Plenty Polytechnic	5	120
112149	Diploma in Information Technology (Networking Technology and Administration)	Cornell Institute of Business and Technology	5	120
PC9489	Diploma of e-Business (Digital Media) (Level 5)	Edenz Colleges Limited	5	120
112632	Diploma in Computer Support: Service and Networks	Information Technology Training Institute	5	120
109814	Diploma in IT Support	Learning Post	5	120
112703	Diploma in Information Technology and Computer Services	Martin-Hautus The Pacific Peoples Learning Institute Limited	5	120
PC9827	Diploma in Digital Creativity (Foundation)	Media Design School Limited	5	120
NE4589	Diploma in Information Systems Development	Nelson Marlborough Institute of Technology	5	120
NE4591	Diploma in Programming	Nelson Marlborough Institute of Technology	5	120
NE4593	Diploma in Web Technology	Nelson Marlborough Institute of Technology	5	120
NE4707	Diploma in Software and Web Development	Nelson Marlborough Institute of Technology	5	120
NE4709	Diploma in Information Systems	Nelson Marlborough Institute of Technology	5	120
NT4593	Diploma in Information Systems	NorthTec	5	120
302	National Diploma in Computing	NZQA National Qualifications Services	5	120
OT5088	Certificate in Information Technology (Level 5)	Otago Polytechnic	5	120
ST5280	Diploma in Information Technology (Level 5)	Southern Institute of Technology	5	120
OP5204	Diploma in Information Systems & Technology for Business (Level 5)	The Open Polytechnic of New Zealand	5	120
MA7008	Diploma in Internet Commerce	Universal College of Learning (UCOL)	5	120
MA7026	Diploma in Information and Communications Technology (Applied)	Universal College of Learning (UCOL)	5	120
WR2859	Diploma in Computing, Communications and Technology (Level 5)	Waiariki Institute of Technology	5	120
HV4359	Diploma in Software Engineering (Level 5)	Wellington Institute of Technology	5	120
HV4380	<u>Diploma in Computing Servicing</u>	Wellington Institute of Technology	5	120
PR4924	Diploma in Information Technology (Level 5)	Whitireia Community Polytechnic	5	120
PC9772	Avonmore Diploma in Computing Network Engineering	Avonmore Tertiary Academy Limited	5	121
PC9633	Diploma in Computing	Learning Post	5	121
113147	Diploma in Computer Systems and Network Administration	Apostolic Training Centres Limited	5	125
100771	Diploma in Information and Communications Technology	Institutes of Technology and Polytechnics in New Zealand	5	126
100771a	Diploma in Information and Communications Technology Heke Hangarau Parongo (previously known as Heke Maturanga Hangarau Parongo (HHP))	Western Institute of Technology at Taranaki	5	126
104107		Te Wananga o Raukawa	5	131
108439	Diploma in eCommerce	Christchurch International College	5	136
PC9316	Diploma in PC Support	Techtorium New Zealand Institute of Information Technology	5	150
PC2012	KAAT Diploma in Computer Support and Repair	KAAT Trust	5	160
PC9623	Diploma in Information and Communication Technology	New Zealand School of Education Limited	5	163
PC9782	Certificate in Windows Software Development	AMES Training and Resource Centre Limited	6	40
PC9784	Certificate in Web Software Development	AMES Training and Resource Centre Limited	6	40
PC9785	Certificate in SQL Server Implementation and Support	AMES Training and Resource Centre Limited	6	40
PC9815	Certificate in Networking Device Administration and Support	AMES Training and Resource Centre Limited	6	40
111168	IT Training Certificate in System Engineering	Information Technology Training Institute	6	40
112781	Certificate in Server Administration	Information Technology Training Institute	6	40
112782	Certificate in Network Management	Information Technology Training Institute	6	40
112783	Certificate in Database Management	Information Technology Training Institute	6	40

Code #	Qualification title	Qualification developer	Level	Credits
A4262	Certificate in Applied e-Commerce	Universal College of Learning (UCOL)	6	40
HV4247	Certificate in Network Administration (Level 6)	Wellington Institute of Technology	6	40
PC3484	Certificate in Web Application Development	AMES Training and Resource Centre Limited	6	48
PC9368	Certificate in Software Development (Introduction to Programming)	AMES Training and Resource Centre Limited	6	48
PC9369	Certificate in Windows Application Development using .Net Technology	AMES Training and Resource Centre Limited	6	48
CH3881	Certificate in Systems Administration	Christchurch Polytechnic Institute of Technology	6	60
OT5071	Certificate in Network Administration (Level 6)	Otago Polytechnic	6	60
PC9417	Certificate in Network Servicing	New Zealand School of Education Limited	6	63
PC9569	Certificate in Database Administration (SQL & .NET)	New Zealand School of Education Limited	6	63
HV4120	Certificate in Cybertechnology (Level 6)	Wellington Institute of Technology	6	63
PC9570	Certificate in Software Engineering (.NET)	New Zealand School of Education Limited	6	76
PC9165	Certificate in Networking and Internet Technologies	Institute of Applied Learning Limited	6	79
PC9566	Certificate in Network Administration and Security	New Zealand School of Education Limited	6	80
PC6669	Certificate in Systems Engineering	Raffles College of Design and Commerce	6	89
PC9783	Diploma in Distributed Software Development	AMES Training and Resource Centre Limited	6	120
PC2223	Diploma in World Wide Web Page Programming and Design	Apostolic Training Centres Limited	6	120
112666	Diploma in Computer Systems and Network Administration	Aronui	6	120
PC9773	Avonmore Diploma in Computing Network Engineering	Avonmore Tertiary Academy Limited	6	120
BP3466	Diploma in Applied Computing Level 6	Bay of Plenty Polytechnic	6	120
HB3942	Diploma in Programming	Eastern Institute of Technology	6	120
HB3943	Diploma in Hardware and Operating Systems	Eastern Institute of Technology	6	120
HB3944	Diploma in Multimedia and Web Development	Eastern Institute of Technology	6	120
PC9491	Diploma of e-Business	Edenz Colleges Limited	6	120
112780	Diploma in Computer Network Management	Information Technology Training Institute	6	120
109119	Diploma in Computing	Institute of Applied Learning Limited	6	120
MN4429	MIT Diploma in Information Systems (Level 6)	Manukau Institute of Technology	6	120
108670	Diploma in Computing	National Technology Institute Limited	6	120
NT4711	Diploma in Software Development	NorthTec	6	120
112728	Diploma in Information Technology	Queens Academic Group Limited	6	120
OP6020	Diploma in Knowledge and Emerging Technologies.	The Open Polytechnic of New Zealand	6	120
OP6206	Diploma in Information Systems & Technology (Level 6)	The Open Polytechnic of New Zealand	6	120
CA2342	Diploma in Applied Computer Systems Engineering	Unitec New Zealand	6	120
WR2853	Diploma in Information Technology	Waiariki Institute of Technology	6	120
WR2854	Diploma in Multimedia, Internet and Web Design L6	Waiariki Institute of Technology	6	120
WR2855	Diploma in Networking and Communications Technology (Level 6)	Waiariki Institute of Technology	6	120
WR2856	Diploma in Computing, Communications and Technology (Level 6)	Waiariki Institute of Technology	6	120
PR4925	Diploma in Information Technology (Level 6)	Whitireia Community Polytechnic	6	120
PC9600	Diploma in Computer Systems and Network Administration	Information Technology Training Institute	6	121
1761	RBC Diploma in Computing	Royal Business College Ltd	6	122
PC9612	Diploma in Software Engineering and Design	Apostolic Training Centres Limited	6	123
PC9499	Diploma in Internet Software Development	Apostolic Training Centres Limited	6	124
PC9467	Certificate in Computer and Network Servicing	New Zealand School of Education Limited	6	126
PC9462	Diploma of Web Development	Natcoll Limited	6	135
112380	Diploma in Computer Networking and Security	Newton College of Business and Technology	6	140
113815	Diploma in Information Technology (with strands in IT Support and Multimedia)	Regent International Education Group	6	180
PC4015	Diploma in Information Technology	AIS St Helens	6	240
CH3796	Diploma in Computer Networking	Christchurch Polytechnic Institute of Technology	6	240
CH4023	Diploma in Information and Communications Technology	Christchurch Polytechnic Institute of Technology	6	240
NE4706	Diploma in Information Technology	Nelson Marlborough Institute of Technology	6	240
WC3052	Diploma in Information and Communications Technology (Level 6)	Tai Poutini Polytechnic	6	240
111938	Diploma in Information Technology Support	Unitec New Zealand	6	240
MA7009	Diploma in Information and Communications Technology (Applied)	Universal College of Learning (UCOL)	6	240
112789	Diploma in Information Technology	New Zealand School of Education Limited	6	270
111558	Diploma in Computing (with strands in Support and Operations, and Support and Software Development)	New Zealand School of Education Limited	6	280

Appendix 2: Mandatory deliverables

Requirements and guidelines

All qualifications must be consistent with the general listing requirements outlined in Section 3 of [The New Zealand Qualifications Framework](#).

New qualifications at Levels 1-6 must also meet the requirements outlined in Section 4 of this document, if they are to be listed on the NZQF.

NZQA offers [guidelines for approval of qualifications at Levels 1-6 for listing on the NZQF](#).

To assist qualification developers in considering their approach to managing consistency, NZQA has a discussion paper on [ensuring consistency of qualification outcomes](#).

Summary of requirements for application to develop qualifications

Approval to develop a qualification

Applications for approval to develop a qualification must include the following information and evidence:

- Qualification title, type, level and credit value
- New Zealand Standard Classification of Education (NZSCED) code (it may also include the Directory of Assessment Standards classification)
- A statement of strategic purpose
- A qualification outcome statement (including graduate profile, and education and employment pathways)
- Identification of any duplication with existing qualifications on the NZQF
- Explanation of need for qualification and evidence of confirmation of need
- The Stakeholder Profile for the qualification
- Description of stakeholder involvement and evidence of support
- Name and legal status of the qualification developer

The process and templates for submitting applications to NZQA can be found on the NZQF page of the NZQA website.

Listing qualifications on the NZQF¹

Qualification developers must seek approval to develop and list qualifications on the New Zealand Qualifications Framework (NZQF) from the relevant quality assurance body.

The development of New Zealand qualifications at Levels 1-6 and their subsequent listing on the NZQF involve two distinct stages.

1. Application to develop

Initially, developers apply to NZQA for approval to develop a qualification. This stage ensures all new qualifications are relevant and do not duplicate those already on the NZQF.

NZQA requires the following forms and information at this stage:

- NZQF1 - Application for Approval to Develop a Qualification at Levels 1-6
- NZQF2 - Involvement in Pre-Development Stage Stakeholder Attestation

¹ NZQA website <http://www.nzqa.govt.nz/studying-in-new-zealand/nzqf/listing-qualifications-on-the-nzqf/>

along with:

- a needs analysis, and
- evidence showing how decisions were made, so the quality assurance body analyst can understand how agreement was reached on the qualification detail – “the story”.

To report results of the qualifications review process, complete and submit:

- NZQF5: Report of the Qualifications Review
- NZQF6: Outcomes of a Qualifications Review: Changing the status of current qualifications
Qualification owners need to complete NZQF6 to confirm their acceptance of the proposed new suite of qualifications arising from the review.

About stakeholder attestations

Stakeholder attestations are required from all stakeholders directly involved in the qualification development. They provide evidence of the support for the qualifications and the extent of collaboration and involvement by stakeholders.

Link to: details about submitting an application for [approval to develop](#) a qualification.

2. Application for approval

The second stage occurs once the qualification has been developed and involves applying for NZQA approval. Once approved, that qualification is listed on the NZQF.

To submit an application for approval of a qualification, the following forms must be completed and information provided:

- NZQF3 - Application for Approval of a Qualification at Levels 1-6
- NZQF4 - Involvement in Qualification Development Stakeholder Attestation

Link to: details about submitting an application for approval of a qualification.

Once a qualification is registered on the NZQF, an institution that proposes providing a programme of study or training that leads to the newly listed qualification must apply to NZQA for approval of the programme. Details on [programme approval](#) and provider accreditation are available on the NZQA website, including new guidelines.

Appendix 3: Steering Group Terms of Reference

Terms of Reference

ICT Qualifications Review Steering Group

Background

The NZ Qualifications Authority (NZQA) is currently overseeing the *Mandatory Review of Qualifications*, a review of all qualifications on the New Zealand Qualifications Framework (NZQF) that meet specific criteria.

The criteria include the review of all qualifications at levels 1-6 on the NZQF, excluding qualifications offered by the University sector. The review aims to reduce the duplication and proliferation of qualifications; to ensure the qualifications meet the overall needs of the particular sector and are useful, relevant and fit for purpose; and meet the new requirements for listing qualifications on the NZQF.

Qualifications are grouped into separate reviews. These reviews are then planned and undertaken in conjunction with industry, education providers and existing qualification owners, with the review governed by a Board or Steering Group generally led by a relevant third party organisation in partnership with NZQA.

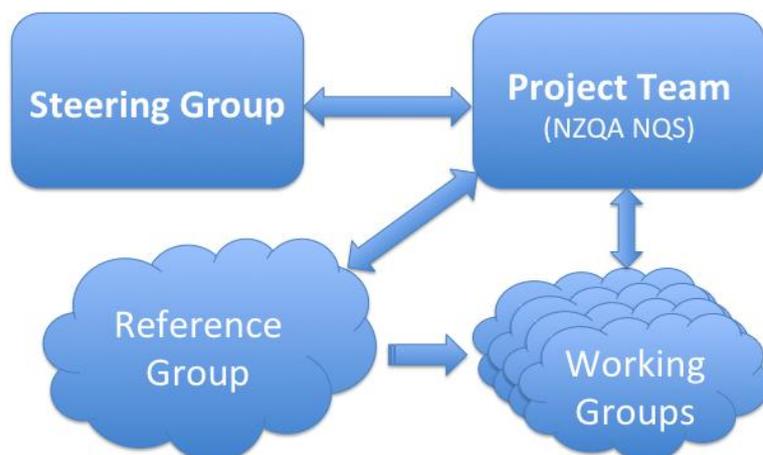
In the case of Information and Communications Technology (ICT) including computing, the review will be led by NZQA's National Qualifications Service (NQS) in partnership with the Institute of IT Professionals NZ (IITP). IITP is the independent professional body of the ICT sector.

NQS will lead and operate the project team running the consultation and development process and IITP will lead and organise the Steering Group providing governance to the process. A broad cross-section of stakeholder organisations from industry and education providers will be asked to nominate the members of the Steering Group to ensure broad sector engagement.

This document outlines how the Steering Group will operate and work with the Project Team.

Structure of the Review

The ICT Qualifications Review will be structured as follows:



- The **Steering Group** will provide governance and will be led and operated by IITP.
- The **Project Team** will manage the project, and will be led and operated by NZQA's National Qualifications Service (NQS).
- The **Stakeholder Reference Group** will be made up of all stakeholders including education providers, qualification owners, community groups, industry representatives and others.
- **Working Groups** will be formulated from the Reference Group for specific review areas.

Purpose

The Information and Communications Technology (ICT) Qualifications Review Steering Group ("the Steering Group") will provide leadership and direction for the development of cohesive New Zealand ICT-related qualifications which are strategically relevant to New Zealand's IT industry, business in general, students, people and communities and their aspirations.

The work of the Steering Group will be in accordance with *Requirements for listing and maintaining qualifications on the New Zealand Qualifications Framework*.

The Steering Group will be expected to provide high-level strategic governance during the review of the qualifications and to communicate progress to key stakeholders and other interested parties and provide final endorsement of the qualifications.

The output of the review will be a proposal for a suite of ICT qualifications formally submitted to NZQA's Quality Assurance Division for approval to develop and list on the NZQF.

Key roles

With regard to the purpose, the Steering Group will:

1. Set "rules of engagement" for the review.
2. Establish and implement the strategic direction with an underlying project plan.
3. In conjunction with the project team, scope and develop an initial map for qualifications with a model for communication and consultation.
4. In conjunction with the project team, establish and liaise with workgroups and critically analyse developments.
5. Govern the ICT review, including overseeing the *process* of the review and ensuring that it is in keeping with the rules of engagement and outcomes set at the start of the review.
6. Determine and establish a decision-making process to enable outcomes to be achieved.
7. Endorse and make submissions (including qualifications) to Quality Assurance Division, NZQA, following recommendation from the Project Team.

Scope

The primary scope of the Steering Group is restricted to governing the process and outcomes of:

- The review of qualifications that fall within the criteria for this review.
- Oversight and governance of the review plan and process.
- Oversight and governance of the development of a new set of relevant qualifications for ICT.
- Ensuring appropriate consultation mechanisms are in place and that all stakeholders have the opportunity to input into the review and outcomes and that this input is appropriately considered.
- Ensuring a good process is in place to enable successful completion of the project with a broadly acceptable, good quality and defensible outcome.

The Steering Group may consider matters outside this primary scope, but only for the purpose of achieving the purpose of the review within the primary scope.

For example:

- Impact of in-scope qualifications on educational entry pathways to the qualifications, for instance from secondary education.
- Educational exit pathways from the qualifications under review, for instance the impact on qualifications above Level 6 on the NZQF (such as Bachelor Degrees) and other industry qualifications.
- Other matters that the Steering Group reasonably believes are absolutely necessary to be considered when reviewing the qualifications within the criteria of this review.

Knowledge and expertise of Steering Group members

Collectively, the Steering Group will have understanding and knowledge of:

- The NZQF and ICT education and training programmes;
- ICT sector developments and future focus needs;
- ICT profession labour market trends (both within the ICT industry and in relation to ICT skills requirements of general business and community);
- Mātauranga Māori, Pasifika education, international education, distance education and workplace learning.

Each member will:

- Have credibility with NZQA and national stakeholder groups;
- Have depth of sector knowledge and breadth of experience;
- Be willing to be an effective voice and to achieve consensus;
- Demonstrate leadership capability;
- Be considered experts in the subject matter, understand the purpose for the Review and be committed to successful implementation of the Review;
- Act as independent professionals and not act as representatives of the organisation that has appointed or elected them to the Group, their employer or any other body. Full and formal representation shall be through the Reference Group, not the Steering Group which is a governance vehicle;
- Be able to travel to Wellington for any face-to-face Steering Group meetings or workshops. Travel is expected to be covered by their sponsoring organisation, however there may be room within the budget to contribute to some travel costs in some circumstances;
- Be free from organisational politics and be in a position to give their time freely.

Other IITP or NQS staff (such as the Project Coordinator) or contractors (such as the QAD appointed Professional Advisor) may attend Steering Group meetings in a non-voting capacity; and other people may attend when invited by the Group.

Selection process

A range of ICT-related groups will be asked to nominate individuals for the Steering Group.

Aside from the Chair of the group (appointed by IITP), nominations will be requested from:

- 1 IITPNZ Nominee (Chair)
- 1 NZQA NQS Nominee
- 4 Industry Nominees (2 from industry bodies such as NZICT, NZRISE or SoftwareNZ, and 1 each from tertiary provider groups CITRENZ and NZAPEP)
- 3 Educational Provider Nominees (from CITRENZ, NZAPEP and Te Wananga)
- 1 ICT Teacher Nominee (from NZACDITT)

While in most circumstances those nominated will be appointed, specific consideration will be given to the individual and overall requirements of members as per the previous section. Other than the Chair position, the final decision on Steering Group membership shall be made by the Chief Executive of IITP and NZQA Qualification Services, following recommendation from the Steering Group Chair.

Should any group above not formally notify the Steering Group Chair of their nominee for appointment by a specified date, the invitation will lapse and the Institute will make whatever arrangements it deems appropriate to fill the vacant position.

Tenure

Appointments are for the period of the Review. Any additional on-going Board or Group will be constituted separately.

Responsibilities of members

Members:

- Commit to the pan-sector purpose of the review
- Contribute constructively and openly to the work of the group
- Commit to a 12-18 month process
- Maintain regular attendance at meetings, expected to be monthly
- Confirm minutes
- Respond to communications
- Be prepared and informed

Appointing organisations (or other stakeholders such as education providers or employers) will be expected to cover the cost of travel for their Steering Group appointee (a total of approximately four face-to-face meetings is expected in the pre-approval development phase). Some funds may be available to assist with travel costs in some circumstances when no other option is available.

The first face-to-face meeting will be in Wellington. At this stage it is intended to hold most meetings in Wellington, however if a sufficient proportion of Steering Group members come from other parts of New Zealand some subsequent meetings may be rotated around the main centres.

The balance of monthly meetings is intended to be via teleconference.

Meeting protocols and behaviour

Meetings are:

- Semi-formal
- Interactive
- Outcome focused
- Consensus driven
- Constructive
- Open and honest

Discussion will be under Chatham House rules. This means that while discussion may be reported and minuted, these will not be attributed to any one individual except where explicitly requested.

All members of the Steering Group accept that all participants are professionals and will actively work to ensure a safe environment for all.

All participants will receive equal treatment regardless of their age, gender, race, cultural beliefs, educational background, employment status, or any other factor and will always be afforded the opportunity to speak without fear of ridicule or retribution.

Any member who feels bullied or intimidated whilst carrying out their tasks may speak with the Chair in absolute confidence. Any member who, in the opinion of the Chair, has acted inappropriately may be suspended from the Steering Group.

Should the issue be in relation to the Steering Group Chair, or not adequately dealt with by the Steering Group Chair, it may be taken up with the NZQA Qualifications Assurance Division which may suspend any Steering Group member accordingly.

Quorum and voting

Attendance of half the Steering Group members is required to constitute a quorum.

Each Steering Group member shall be afforded one vote. In the event of a tie of votes, the Chair may exercise an additional casting vote.

Meeting Documentation

Meetings of the Steering Group should be documented appropriately and minutes kept. All Minutes (other than where declared confidential by the Steering Group) will be made available and dispersed to the Stakeholder Reference Group following meetings of the Steering Group.

Minutes and other documentation shall be retained by the Chair or a delegated member and kept on record by NZQA following termination of the Steering Group.

Confidentiality

Whilst operating openly and transparently, the Steering Group will ensure that information confidential to the review or any participant or stakeholder is kept confidential to members of the Steering Group.

All Steering Group meetings or other consultative meetings shall operate under Chatham House Rules unless explicitly stated otherwise.

Media Comment

Being a member of the Steering Group does not provide an implicit or explicit right to speak on behalf of the Review, Steering Group, NZQA or IITP, and no Steering Group member other than the Chair may make comment as a representative of the Steering Group.

All media enquiries related to the Steering Group work must be redirected to the Chair as per established and normal Board practice. All Steering Group members agree to refrain from public comment regarding the work of this Group unless comment is made in conjunction with the above.

This is not intended as an instrument to “gag” Steering Group members, but rather to ensure that the message being presented by the Review and Steering Group is consistent. This shall not bind any organisation, including IITP or NZQA, from commenting independently from the Steering Group however it must be made clear that this isn’t on behalf of the Steering Group.

Conflicts of Interest

All Steering Group members agree to abide by the IITP Conflict of Interest Policy, including:

- Completing a formal Conflict of Interest Declaration to be provided to the Steering Group Chair and made known to all group members;
- Notifying the Steering Group Chair immediately should any additional Conflict of Interest arise during the time the Steering Group is operational.

Steering Group members accept that failure to declare a Conflict of Interest where one exists, whether it be actual or perceived, may result in immediate removal from the Steering Group.

Conflict of Interest declarations will be shared with all Steering Group members and are made on the basis that they will be disclosed in meeting minutes where appropriate.

Sub-groups and Working Groups

The Steering Group may establish a specialist short-term Sub-group or panel to carry out specific qualification review tasks as required, or to conduct research for the Steering Group, at their discretion.

All Working Groups related to the review process will be formally constituted by the Steering Group on the recommendation of the Project Team. When constituting a Working Group, the Steering Group will give consideration to ensuring appropriate engagement and consultation in relation to the purpose of the Working Group, an appropriate scope and terms of reference will be defined with clear outcome expectations, and an appropriate process will be in place to appoint Working Group members with the requisite skills, knowledge and engagement needed. Working group members will be expected to contribute to the cost of attending work groups. (e.g. their time)

The Project Team may appoint specialist consultants, contractors or employees to conduct parts of the review, consultation or qualifications construction process. It is for the Project Team to manage their resources and, other than to the extent of ensuring good governance of and that the credibility of the Review process is not threatened, how staffing resources are allocated or managed is outside the scope of the Steering Group.

External working relationships

The Steering Group members will ensure the Review engages with:

- NZQA Quality Assurance team
- Current owners of ICT qualifications
- Wananga and other key Māori stakeholders
- Key Pasifika stakeholders
- ICT qualification providers
- Employers and other end-users
- National associations, other advisory networks and peak bodies
- Government agencies

Disestablishment and resignation Disestablishment of the Steering Group

NZQA Quality Assurance Division may disestablish the Steering Group if it has become inactive or ineffective in meeting its terms of reference in accordance with the criteria listed in the *Guidelines for the review of qualifications at levels 1 to 6 on the New Zealand Qualifications Framework*.

Resignation/Release of members

The Chair of the Steering Group may agree to release an individual from membership as a result of resignation or failure to meet the stated responsibilities, and may take whatever steps are necessary to ensure an appropriate replacement in approximate keeping with the establishment process.

Administration

IITP is responsible for the operation of the Steering Group, including:

- Ensuring Steering Group meetings are organised and facilitated effectively
- Preparing and disseminating: agenda and related papers, schedule of meetings and meeting records; documents required for approval to develop and approval to list qualifications; consultation documents and collated feedback from consultation
- Logistics around meeting venues and catering

The Project Team may provide some of these services for the Steering Group.

The NZQA NQS Project Team is responsible for:

- Project management
- Operation of Working Groups, ensuring Working Group meetings are organised and facilitated effectively
- Preparing documents required for approval to develop and approval to list qualifications, for endorsement by the Steering Group
- Maintaining web pages for information and consultation
- Communication with the Stakeholder Reference Group, in partnership with the Steering Group Chair
- Completing administrative tasks associated with the review, not including the Steering Group, including arranging:
 - meeting venue and catering
 - travel and accommodation
- Monitoring expenditure and advising of any constraints related to the budget for the review, except where related to the Steering Group.

Appendix 4: ICT Review Plan Work Streams and timelines

ICT Qualifications Review - Summary of Timelines and Deliverables - 2013											
		Pre-trigger	March	April	May	June	late June/early July	July	August	Sept	by 27 Sept
NZQA Mandatory milestones/ deliverables	Milestones	Joint leads determined Oct/Noc 2012	Review TRIGGER 27th March				Review plan (by 27 June)				Submission by 27 Sept - application for approval to develop quals prepared and lodged
	Activities	Review scope re qualifications confirmed	Stakeholder consultation list conf			Skills map for qualifications; Industry roles clarified	Draft review plan to SG for endorsement		Preparation - application to develop new IT quals forms and reports; Stakeholder attestations forms distributed (NZQF2&6)	Proposed qualifications forms prepared: (NZQF1) Proposed new qual; (NZQF5) Review report	Finalised forms completed with SG endorsement for submission
	Deliverables						Review plan (by 27 June)				NZQF 1; NZQF 5; Needs analysis; review report; ex Stakeholders - NZQF 2; NZQF 6;
Steering Group (IITP)	SG Meetings			SG Meeting 1: Tue 9 April 10.30am - 5.30pm	SG Meeting 2: Wed 22 May Teleconf 3-5pm	SG Meeting 3: Tue 11 June 10.30am - 5.30pm	SG Meeting 4 : Early July (9 or 10) Teleconference?	SG meeting 5: Mid July(16-18) Teleconference?	SG Meeting 6 & 7: (6) early Aug - WC 6th Aug; (7) late Aug-early Sept	SG meeting 8: Early-mid Sept	SG meeting 9: mid-late Sept (teleconf if required)
	About: Decisions/endorsements	Develop draft Governance approach and terms of reference	Draft terms of reference for consultation; Invitations to nominate for Governance body	(1) Scene setting, gap identifying	(2) Finalise graduate roles industry survey	(3) Review plan sign-off; Endorse needs analysis draft for consultation; Landscape dev & endorse for consultation; Working group process & guidelines; Consultation and comms planning	(4) Confirm working groups and draft WG brief	(5) Consultation feedback and finalise WG brief for quals landscape development	(6) Consider draft quals from WGs for rework; or pre-approval consultation (7) Consider pre-approval consultation feedback & whether WGs to be reconvened	(8) SG endorsement of quals	(9) SG endorsement of review report and documentation
	Follow-up		Appoint Steering Group members from nominations - IITP	Provider survey - high level info gathering; Job role info gathering ex industry SG members	Industry survey; Draft review plan; Draft needs analysis	Consultation docs Draft quals landscape; Draft needs analysis; WG formation	Confirm Working groups appointed to develop quals according to SG brief	Confirm landscape draft new quals for WG development; approve WG brief	Endorse Consultation document re draft new quals (late July/early Aug)	Endorse quals to be finalised or modified	
Needs Analysis	Preparation	Preparation - scope & info identification	Info gathering & analysis; prepare sections of NA	Key findings, gaps and summary	Gap filling, feedback from surveys, 1st draft prep for consultation	Finalise 1st draft for consultation	Preparation/extracts for working groups	Consider feedback from consultation and working groups	Check re evidence to support proposed quals		
	Presentation			Presentation to SG		Needs analysis draft to SG - sign-off for consultation				Needs analysis final to SG for endorsement	
	Compilation					Draft to accompany consultation				Final published for submission	
Stakeholder & Consultation	Communications	Consultation list dev; Webpage dev - Jan; Email activation - Jan; Update comm - Feb	Webpage update with draft ToR & Governance approach; Update comm advised of trigger	Webpage update with SG composition; Invitations for nominations for SG members	Webpage update - minutes of 1st SG meeting; forward plan	Webpage update landscape consultation; WG expressions of interest; needs analysis draft	Webpage update review plan; industry and provider survey feedback	Webpage update - summary of consultation feedback re proposed landscape	Webpage update - draft new quals consultation; Stakeholder attestation forms NZQF2 & 6	Web update and emails re gathering stakeholder attestation forms NZQF2 & 6	Webpage update - summary of consultation feedback re proposed new IT quals
	Surveys			Provider survey 15 April - 22 May High level info gathering	Industry survey 27 May - 6 June Industry job roles & needs			Ad hoc survey? July/August If any issues arising around qual development	Ad hoc survey? July/August If any issues arising around qual development		
	Consultations	Mandatory stakeholders re options for review lead (June-July 2012)	Web & email consultation Proposed approach to review & Governance ToR			Full consultation re proposed landscape, with draft needs analysis (3 weeks: 21 June-12July)			Full consultation for feedback on draft new quals (2-3 weeks)		
Qualification Development	Steering Group	Governance approach determined		Process clarified; info gap filling from NA - surveys proposed	Draft landscape preparation	New quals landscape planning & approval for consultation	Confirm work groups and their meeting brief Late June/early July	SG endorse draft quals for consultation - late July/Aug	SG endorse draft quals for consultation - late July/Aug; post consultation decision re endorse or modify quals	SG sign-off revised draft quals for further work or to finalise	Finalise proposed quals for SG sign-off and submission
	Stakeholders		Requests for input to needs analysis	Provider survey input	Industry survey input	Feedback to consultation on draft quals landscape; Expressions of interest to be involved in WGs			Stakeholder consultation for feedback on draft new quals 2-3 weeks	Stakeholder attestation forms completed and returned - NZQF2&6	Proposed qualifications forms prepared
	Working Groups					Working Group expressions of interest: 21 June - 5 July	Working groups established week of 9-12 July	WGs meet to develop new suite of IT quals - 2 days 23/31 July	WG may be reconvened to further develop quals following feedback		
	Project team	Preparation - stakeholders, scope & info identification	Commence compiling needs analysis	Needs analysis presentation & gap id	Draft review plan; input to draft landscape preparation	Manage WG formation process and plan WG meetings	Compile WG meeting brief under guidance from SG; Compile & analyse consultation feedback	Ensure facilitation of WGs for qual dev; Present draft quals to SG	Consultation feedback compiled and analysed for SG; mapping existing quals to proposed new quals	Revise draft quals and finalise for steering group sign-off; Proposed quals documentation prepared	Complete documentation for submission: NZQF1 & 5; needs analysis, review report. Gather NZQF2&6 ex stakeholders

