

## QUALITY MANAGEMENT

Number Nine:

### **NON-ACCREDITED SCHOOLS USING SKILLS ACTIVE'S PROVIDER CODE**

#### **POLICY & PROCEDURE**

Only accredited organisations are able to report credit against NQF standards. This means that schools can:

- a) choose to apply for accreditation and, if accreditation is granted, assess and report results, or
- b) deliver an appropriate training programme but arrange for Skills Active's Registered Assessors to assess and report credit under an Memorandum of Understanding (MOU) (in this case the school is not accredited), or
- c) contract an accredited provider who will deliver the appropriate training programme, assess and report credit under an MOU (in this case the school is also not accredited).

Skills Active has created this policy to describe option b) for which the process is noted below:

Non-accredited schools may report assessment results for Skills Active unit standards outside of their scope if they have a signed MOU with Skills Active and contract a Skills Active Registered Assessor to conduct the assessment. The Skills Active Assessor must meet the Minimum Assessor Requirements and have the unit standard(s) in their scope. Once the school has a signed MOU they can report the assessment results to NZQA using Skills Active's code.

There is no charge for the credit reporting. A \$75.00 + GST administration fee applies for each Memorandum of Understanding Agreement signed.

Non Accredited schools are required to contact Skills Active for a copy of the appropriate MOU and then provide three signed copies of this document to Skills Active for approval.

If approved, Skills Active will then return a signed copy of the MOU and an approval letter back to the Non Accredited School and Skills Active Registered Assessor. The letter will provide the non accredited school with Skills Active's provider code to allow the school to report the unit standards directly to NZQA.

#### **Health & Safety**

The school is responsible for their students' safety and risk management as covered under the National Administration Guidelines (NAGs) and National Education Guidelines (NEGs). The school is also responsible for the ongoing monitoring and review of the programme.

When contracting an outside provider or contractor Skills Active recommends schools use or refer to the agreement template forms contained in the MOE publication Safety and EOTC: A Good Practice Guide for New Zealand Schools, (2005) pages 77-81. These can be found electronically at: [http://www.tki.org.nz/r/eotc/resources/safety\\_e.php](http://www.tki.org.nz/r/eotc/resources/safety_e.php)

**Finance**

Financial contractual arrangements between the school and the Skills Active Assessor should be documented. Skills Active considers this private and will not enter into these arrangements.

**Non-compliance**

Skills Active receives a regular report from NZQA that identifies providers who are reporting credit using Skills Active's codes and abuse of this will be investigated by Skills Active, and reported to NZQA.