



GUIDELINES FOR CHANGES TO ITP QUALITY-APPROVED COURSES

Introduction

From time to time, ITPs identify the need to make changes (e.g. modifications or enhancements) to approved courses. The need for changes can result from stakeholder feedback (e.g. student evaluations, teaching staff evaluations, advisory committee recommendations), formal course review, and external factors (e.g. changes to legislation or changes to unit standards by Standard Setting Bodies (eg NZQA or Industry Training Organisations)). The approval process is dependent upon the type of change proposed.

Types of Changes

Some changes (Category 1) can be made without any involvement of ITP Quality. In general such changes relate to changes to the components of a course: they have no impact on the overall course level, credit value or learning outcomes.

Other changes (Category 2) require formal approval from ITP Quality before being implemented. These generally relate to more significant structural changes, the level, credits or learning outcomes of the course.

Category 1 –Changes that do NOT need approval from ITP Quality

These can include changes to the:

- content of a component;
- title of a component;
- learning outcomes or purpose/aim statement of a component (but not the overall outcomes or purpose/aim of the qualification);
- level of a component (while retaining the overall level of the qualification);
- credit value of a component (while retaining the overall credit value of the qualification);
- pre- or co-requisite that does not affect the entry requirements for the course;
- teaching resources of the component;
- teaching/learning strategies of the component;
- assessment of the component (quantitative changes: i.e. variation in relative weightings given to assessment items);
- structure with respect to addition or deletion of elective components of the course (while retaining the overall credit value of the qualification); and

For ITPs with Quality Assured Status the following additional changes also do not require further approval from ITP Quality. They are considered to be covered by the initial approval and accreditation granted by ITP Quality, **as long as the overall outcome or purpose/aim of the qualification is unchanged.**

Changes to the:

- length of the course (e.g. number of teaching weeks);
- structure with respect to the addition or deletion of compulsory components;
- assessment of a component (qualitative changes: i.e. change to the type of assessment tool used);
- regulations for the award of the qualification; and
- entry requirements.

To implement Category 1 changes, ITPs should follow the processes in their own Quality Management System (QMS). Please note that in some circumstances TEC may need to be notified.

Please note: If changes result in amendments to the qualification details that appear on the New Zealand Register of Quality Assured Qualifications (www.kiwiguals.govt.nz) you need to enter the changes on the STEO site and advise ITP Quality (by email) so that KiwiQuals information can be updated.

Category 2 –Changes that require approval from ITP Quality

Applications for Category 2 changes will be evaluated by ITP Quality. In some cases evaluation by a panel will be required that may require a site visit, and formal approval by the Board of ITP Quality.

Category 2 changes can be changes to the approved course, or to the provider's accreditation to deliver the approved course, or both.

Changes to approved courses

These can include changes to the:

- title
- type of qualification awarded (certificate, diploma etc)
- level of the course
- credit value of the course¹
- embedded qualifications (introduction of new ones)
- overall outcome or purpose/aim of the qualification
- new majors for degree courses (please note this also requires accreditation extension, see below)

If there are a significant number of changes a new course approval may be required.

Documentation required

Applications for approval of Category 2 changes should be submitted using the ITP Quality “*Form C2: Application for Changes to Approved Courses*” available on the ITP Quality website, and include the following information:

- full details of the changes
- rationale for the changes
- internal consultation and support for the changes
- external consultation and support for the changes
- transition arrangements for existing learners (where necessary)
- internal formal approval for the changes (Academic Board or equivalent)

Changes to a provider's accreditation to deliver a course

Changes to the Mode of Delivery

At sub-degree level, accreditation to deliver a course covers all modes of delivery (e.g. by contact, distance, “blended” etc). However, accreditation to deliver degree courses is always specific to the mode approved at the time of the initial approval/accreditation.

Delivery at additional sites

Accreditation to deliver sub-degree courses applies to all New Zealand sites identified in the ITP's quality management system. Where additional sites are developed, ITPs must advise ITP Quality at least two weeks prior to delivery.

Accreditation to deliver degree courses is site specific and ITPs are required to apply for an extension to deliver at each additional site.

Note that accreditation to deliver either sub-degree or degree courses overseas requires separate, site specific accreditation.

Documentation required

Applications for extensions to accreditation should address the relevant Gazetted criteria for accreditation (see Section 4) and, if applying for overseas delivery, the *Draft Guidelines for Overseas Delivery* available on the ITP Quality website.

¹ ITP Quality approval is not required where the change to credit value has been caused solely by an NZQA-approved change to the credit value of one or more unit standards. However, please advise ITP Quality of this so that our database can be updated.