

# **CONTRACTING WITH OTHER ACCREDITED PROVIDERS FOR DELIVERY AND ASSESSMENT OF NZQA UNIT STANDARDS AND ACHIEVEMENT STANDARDS OUTSIDE OF SCOPE OF THE GOLDEN BAY WORKCENTRE TRUST'S ACCREDITATION**



## **POLICY STATEMENT:**

The Golden Bay Workcentre Trust makes a commitment to provide quality education and training opportunities. The provision of a range of NZQA Unit Standards, Achievement Standards and qualifications is a key element in the achievement of this commitment.

The Golden Bay Workcentre Trust contracts to other accredited providers to deliver and assess against Unit Standards and Achievement Standards that are outside of the scope of the Workcentre accreditation.

The Workcentre is responsible for ensuring that the delivery and assessment of Unit Standards and Achievement Standards by external providers, and resultant notification and reporting obligations, is carried out in a thorough and professional manner.

## **PROCEDURES:**

It is the responsibility of the Training Manager to ensure that the following procedures are carried out:

- An appropriate external provider will be contracted to deliver and assess against NZQA Unit Standards and Achievement Standards outside of the scope of the Workcentre's current accreditation.
- The accreditation of the contracted provider will be authenticated against the NZQA Framework information on the database.
- A formal approach will be made in writing to the external provider in question outlining the proposed delivery and assessment request and asking for a tender to the Workcentre identifying availability and related costs.
- A formal agreement will be signed between the Golden Bay Workcentre Trust Training Manager and the external provider confirming the terms of employment.

- The Training Manager will be sure to discuss with the external provider the terms and costs of notifying NZQA of the learner achievements and the payment of NZQA fees. The Workcentre will be open to negotiation in this matter bearing in mind the processes and practices of the external provider organization.
- The Training Manager will ensure that the external provider will inform the Workcentre as to the learner's achievements. This will be submitted to the Training Manager in a written form.
- Student achievements will be reported to TEC in writing at the completion of the specific programme of learning if appropriate i.e. YT or TOP programmes. This will identify Unit numbers, names, credit value, date of assessment of completion, any resultant National Qualifications achieved and the names of the students assessed as complete.
- The Training Manager will ensure that the learner achievement results are reported to NZQA in the proper manner by the contracted provider. Unit results will be entered onto the GBWCT database for each individual learner. The Workcentre acknowledges that, whilst it may have contracted an external provider to deliver and assess against certain Unit Standards and Achievement Standards, the results belong to the learner. By entering these results on the Student Records database, the Workcentre is able to ensure that each learner can receive a report outlining all the Unit Standards and Achievement Standards achieved during the period of participation in a particular programme of learning. This printout is given to students at the end of course graduation, in conjunction with a Certificate of Achievement.
- The external provider will submit a full invoice to the Workcentre for services rendered and will be remunerated within two weeks of the date of receipt of the invoice.

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