

Notification of Results – NZQA and TEC

1. INTRODUCTION

This policy ensures that the *Organisation* completes the *New Zealand Qualifications Authority (NZQA) & Tertiary Education Commission (TEC) Triplicate Unit Results* form on a monthly basis and send results to the Tertiary Education Commission (bimonthly) and NZQA (bimonthly).

2. POLICY

- 2.1 All tutors will
 - 2.1.1 submit ROL forms to be checked for any invalid results
 - 2.1.2 Transfer information for students enrolled on TEC programmes onto the triplicate form.
 - 2.1.3 Ensure unit numbers have been written correctly and transfer relevant information to the appropriate area.
- 2.2 Triplicate forms are to be sent to the correct area – process pink copy to TEC every two months put into course lots. Process the white copy to NZQA with attached cheque for payment.
- 2.3 The information will then be filed according to courses in individual folders.
- 2.4 Tutors will check report from NZQA regarding data input of units assessed and reconcile with blue copy.
- 2.5 Administration staff and tutors will ensure all collected information is recorded accurately and in the required format as per TEC and NZQA requirements (i.e. unit standard numbers to be in numerical order)
- 2.8 Administration staff to ensure cheques are authorised prior to being issued, count credits required by payment and attached to correct NZQA payment form.
- 2.9 Administration staff to ensure all documentation is posted on time and before the due date.

3 RESPONSIBILITY

- 2.1 The Managers are to ensure that Tutors complete all relevant information in preparation for submission to TEC and NZQA.

Responsibility for Procedure:	All Managers
Approving Authority:	Chief Executive
Reference:	Training Services

4 COMPLIANCE

4.1

5 REFERENCES

5.1

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