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Application for the Registration of Unit Standards on the National Qualifications Framework

This submission covers unit standards in the following areas/classifications	
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This is a submission of new unit standards unit standards for re-registration

Name of body responsible for developing these unit standards			
Name of contact person			
Position			
Postal address			
Email			
Telephone		Fax	

This submission includes customised unit standards from overseas

Yes (List Country(ies)) _____ No

The following documents have been attached to this submission:

A list of Unit Standard Titles	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check
Rationale for the unit standards	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check
Evidence of national support	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check
National Assessment Arrangements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check
Specialist Accreditation Requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check
Completed Quality Assurance Checklist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NQA check

The preferred review date for these unit standards is	
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Signature of contact person	
Date	

Checklist for the Quality Assurance of Unit Standards

Name of body responsible:	
Subfield(s) and domain(s):	
Number of unit standards:	
Batch (For NQA use only):	

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
	Body	NQA	Comments
GENERAL			
Outcomes do not unnecessarily duplicate existing unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
Language is clear and does not present potential barriers to access	<input type="checkbox"/>	<input type="checkbox"/>	
Outcomes are consistent with each other and the title	<input type="checkbox"/>	<input type="checkbox"/>	
Outcomes are consistent with sound assessment practice	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence requirements are achievable, clear, and the assessment load is reasonable	<input type="checkbox"/>	<input type="checkbox"/>	
Text is free from typographical, grammatical, and punctuation errors (publishable quality) & meets current formatting requirements	<input type="checkbox"/>	<input type="checkbox"/>	
SPECIFICS			
1. Classifications			
Subfields and domains are approved	<input type="checkbox"/>	<input type="checkbox"/>	
2. Titles			
Describe meaningful outcomes attributable to the individual	<input type="checkbox"/>	<input type="checkbox"/>	
Use the format Verb - noun - condition/context, and are consistent with the domain	<input type="checkbox"/>	<input type="checkbox"/>	
Do not mislead or over-represent	<input type="checkbox"/>	<input type="checkbox"/>	
Are unique	<input type="checkbox"/>	<input type="checkbox"/>	
Do not include Range items	<input type="checkbox"/>	<input type="checkbox"/>	

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
	Body	NQA	Comments
3. Elements			
Are collectively consistent with level and title	<input type="checkbox"/>	<input type="checkbox"/>	
Express demonstrable and assessable outcomes	<input type="checkbox"/>	<input type="checkbox"/>	
Are in a format similar to the title: Verb in the active voice, noun	<input type="checkbox"/>	<input type="checkbox"/>	
Are all compulsory	<input type="checkbox"/>	<input type="checkbox"/>	
Element and title are the same for single element unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
4. Performance Criteria			
Express the essential evidence required to meet the outcomes in the elements (are not tasks or instructions)	<input type="checkbox"/>	<input type="checkbox"/>	
Provide informative guidance and sufficient detail for manageable assessment and consistent decisions	<input type="checkbox"/>	<input type="checkbox"/>	
Collectively indicate the level or quality of performance required	<input type="checkbox"/>	<input type="checkbox"/>	
Are consistent with the element	<input type="checkbox"/>	<input type="checkbox"/>	
Inclusion of graphics agreed with NQA	<input type="checkbox"/>	<input type="checkbox"/>	
5. Range Statements			
Range notes that apply to the whole unit standard are placed in the special notes	<input type="checkbox"/>	<input type="checkbox"/>	
Are immediately below the relevant element, or incorporated into the element text	<input type="checkbox"/>	<input type="checkbox"/>	
Clearly distinguish the items that must be considered	<input type="checkbox"/>	<input type="checkbox"/>	
6. Special Notes			
Full references are confined to special notes and cited as follows: Author, <i>Title of Book</i> (Place: Publisher, year), page no(s).	<input type="checkbox"/>	<input type="checkbox"/>	
Glossary items are clearly defined and consistent within unit standard	<input type="checkbox"/>	<input type="checkbox"/>	
References to other unit standards are stated in the form Unit <id no>, <i>title</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant acts, codes, or regulations are included with formal names and date of enactment	<input type="checkbox"/>	<input type="checkbox"/>	

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	Body	NQA	
The purpose of each special note is clear	<input type="checkbox"/>	<input type="checkbox"/>	
7. Level			
The level assigned to the unit standard is a best match with the level descriptors for that Level	<input type="checkbox"/>	<input type="checkbox"/>	
8. Credits			
Are within the range 1-120 (inclusive)	<input type="checkbox"/>	<input type="checkbox"/>	
Are consistent with unit standards of comparable outcomes and similar contexts	<input type="checkbox"/>	<input type="checkbox"/>	
Are fair in relation to content of the unit standards and aligned with the definition of credit	<input type="checkbox"/>	<input type="checkbox"/>	
9. Purpose Statements			
Summarise, and are consistent with, the content of the unit standard	<input type="checkbox"/>	<input type="checkbox"/>	
Are consistent with information provided in the Rationale	<input type="checkbox"/>	<input type="checkbox"/>	
10. Customised Overseas Unit Standards			
Copyright clearance has been given by the regulatory authority in the country(ies) of origin.	<input type="checkbox"/>	<input type="checkbox"/>	
Approval to customise the unit standards has been given by the overseas body responsible for the unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
11. Quality Assurance Arrangements			
Documents cited have been sighted by NQA and verified as containing no unnecessary barriers	<input type="checkbox"/>	<input type="checkbox"/>	
12. Body Responsible			
Name shown is that recognised by NQA	<input type="checkbox"/>	<input type="checkbox"/>	

On behalf of Body

Checked by: _____

Date checked: _____

On behalf of NQA

Checked by: _____

Date checked: _____

To be submitted for the Re-registration of unit standards only

	Checked by		Tick box for compliance, or include explanatory comments and expand in covering letter if required
	Body	NQA	
REVIEW REPORT			
Outlines the review process	<input type="checkbox"/>	<input type="checkbox"/>	
Provides rationale for, and summary of, the major changes	<input type="checkbox"/>	<input type="checkbox"/>	
Includes table of unit standards, with changes shown in bold, and including review category	<input type="checkbox"/>	<input type="checkbox"/>	
Outlines transition arrangements for replaced or withdrawn unit standards	<input type="checkbox"/>	<input type="checkbox"/>	
Includes table showing impact on accreditations	<input type="checkbox"/>	<input type="checkbox"/>	
Includes list of affected qualifications	<input type="checkbox"/>	<input type="checkbox"/>	

**On behalf of
Body**

Checked by: _____

Date checked: _____

On behalf of NQA

Checked by: _____

Date checked: _____