

# Welcome to the New Zealand Organisation for Quality Diploma QA Enrolment Form 2022

Information supplied on this form is required to complete an enrolment at NZOQ. The New Zealand Organisation for Quality reserves the right to cancel this programme subject to numbers, with a full or partial refund (as may be appropriate) of any fees paid for this programme. For details about Student Refunds and Withdrawals please read NZOQ DipQA Rules and Regulations in the DipQA Student Handbook or contact NZOQ National Office +64 6 351 4407.

## PERSONAL DETAILS

|   |                      |                      |                              |                              |                             |                               |                                |                      |
|---|----------------------|----------------------|------------------------------|------------------------------|-----------------------------|-------------------------------|--------------------------------|----------------------|
| <b>Surname</b>  | <input type="text"/> | <b>Title</b>         | <input type="checkbox"/> Mr. | <input type="checkbox"/> Mrs | <input type="checkbox"/> Ms | <input type="checkbox"/> Miss | <input type="checkbox"/> Other |                      |
| <b>First Names</b>  | <input type="text"/> | <b>Gender</b>        | <input type="checkbox"/> F   | <input type="checkbox"/> M   |                             |                               |                                |                      |
| <b>Preferred Name</b>   | <input type="text"/> | <b>Date of Birth</b> | Day                          | <input type="text"/>         | Month                       | <input type="text"/>          | Year                           | <input type="text"/> |
| <b>Previous Name</b><br>(If different)                                | <input type="text"/> |                      |                              |                              |                             |                               |                                |                      |
| <b>Home Address</b>   | <input type="text"/> | <b>Work Address</b>  | <input type="text"/>         |                              |                             |                               |                                |                      |
| (Results will be sent to your home address, unless otherwise advised) | <input type="text"/> |                      | <input type="text"/>         |                              |                             |                               |                                |                      |
|   | <input type="text"/> |                      | <input type="text"/>         |                              |                             |                               |                                |                      |
|   | Postcode             |                      | Postcode                     |                              |                             |                               |                                |                      |
| <b>Home Phone</b>   | <input type="text"/> | <b>Work Phone</b>    | <input type="text"/>         |                              |                             |                               |                                |                      |
| <b>Mobile</b>   | <input type="text"/> | <b>Email</b>         | <input type="text"/>         |                              |                             |                               |                                |                      |

## STUDY OPTIONS

|   |  |  |   |
|---|--|--|---|
| <b>Please tick year one or year two (as appropriate)</b>                            | <input type="checkbox"/> <b>Member</b> | <input type="checkbox"/> <b>Non-member</b> | <input type="checkbox"/> <b>Student membership \$55</b> |
| <input type="checkbox"/> <b>Diploma QA (Year 1)</b>                                 | <b>\$3410.00</b>                       | <b>\$3685.00</b>                           | <input type="text"/>                                    |
| <input type="checkbox"/> <b>Individual Paper (please state paper/course number)</b> | <b>\$580.00</b>                        | <b>\$630.00</b>                            |   |
| <b>Diploma QA (Year 2)</b>  |  |  |   |
| <input type="checkbox"/> <b>Diploma QA (Year 2)* (excludes DQA601 &amp; 602a)</b>   | <b>\$1510.00</b>                       | <b>\$1695.00</b>                           |   |
| <input type="checkbox"/> <b>DipQA602a (2 day IA training)</b>                       | <b>\$1000.00</b>                       | <b>\$1410.00</b>                           |   |
| <b>or</b>   |  |  |   |
| <input type="checkbox"/> <b>RPL for DQA602a</b>                                     | <b>\$380.00</b>                        | <b>\$445.00</b>                            |   |

**\*all applicants will be contacted by NZOQ to assess and confirm entry point of study before study begins**

## PAYMENT OF FEES

**Fee payment** - all fees to be paid in full before the start of your programme unless other arrangements have been made

**Payment by employer** - written confirmation of payment by an employer or other organisation must accompany this enrolment form.

**Payment from off-shore** – please contact NZOQ National Office for advice

## Payment Options - all fees listed are GST inclusive

- Order form from approved company (Order form must be attached)
- Direct Credit (against invoice)
- Credit Card – card handling surcharge of 3% applies

▪ Amount Paid

Credit Card     Visa     Mastercard    CVV     \$

Card Holder     Expiry Date

Card No

Signature

**ETHNICITY**

With which of the following ethnic groups do you identify with?

|   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> None               | <input type="checkbox"/> Italian              | <input type="checkbox"/> Tokelauan             | <input type="checkbox"/> Indian        |
| <input type="checkbox"/> NZ European/Pakeha | <input type="checkbox"/> Australian           | <input type="checkbox"/> Fijian                | <input type="checkbox"/> Sri Lankan    |
| <input type="checkbox"/> New Zealand Maori  | <input type="checkbox"/> Other European       | <input type="checkbox"/> Other Pacific Peoples | <input type="checkbox"/> Japanese      |
| <input type="checkbox"/> British/Irish      | <input type="checkbox"/> Samoan               | <input type="checkbox"/> Filipino              | <input type="checkbox"/> Korean        |
| <input type="checkbox"/> Tongan             | <input type="checkbox"/> Cook Island Maori    | <input type="checkbox"/> Other Southeast Asian | <input type="checkbox"/> Other Asian   |
| <input type="checkbox"/> Middle Eastern     | <input type="checkbox"/> German               | <input type="checkbox"/> Middle Eastern        | <input type="checkbox"/> South African |
| <input type="checkbox"/> Chinese            | <input type="checkbox"/> Other (please state) | <input type="text"/>                           |  |

For New Zealand Maori, please identify your Iwi. (You may list more than one)

**STATISTICAL Information**

What was your main activity or occupation at 1 October last year?

**EMERGENCY Information CONTACT DETAILS**

In an emergency, who do you want us to contact? (Optional)

Name     Phone

**APPLICATION INFORMATION**

**Please state CQA intake and year (for CQA Graduates only):**

| Highest Tertiary Study and/or Professional Qualification | Subjects Studied | Institution | Qualification | Grade/Mark | Year |
|--|------------------|-------------|---------------|------------|------|
|  |                  |             |               |            |      |
|  |                  |             |               |            |      |

**Your work experience is relevant to admission to the Diploma QA Programme. Please complete the text box below and include a brief career summary - attach extra sheets and relevant CV information.**

| Relevant Employment (full-time and/or part-time) | Employer | Position |
|--|----------|----------|
|  |          |          |
|  | Summary  |          |
|  |          |          |

**Residency (please tick box)**

NZ Citizen     NZ Permanent Resident     International (please specify) \_\_\_\_\_

**First Language**

English     Maori     Other (please specify) \_\_\_\_\_

## DECLARATION AND COMPLIANCE WITH THE PRIVACY ACT

### Fees

In signing this enrolment form you undertake to pay all fees and charges as they become due.

### Privacy

NZOQ collects and stores information from this form to comply with the requirements New Zealand Education Act 1989 and other Govt Agencies. In signing this enrolment form you authorise such disclosure to third parties on the understanding that NZOQ will observe the general conditions governing the release of information, as set out in the Privacy Act 2020.

### Rules

In signing this enrolment form you undertake to comply with NZOQ's rules and regulations published from time to time, any requirements set out in NZOQ's confirmation of enrollment letter, and to comply with all proper instructions and requirements for the enrolled course. Should NZOQ receive insufficient numbers for the programme to run, you accept NZOQ will be obliged to cancel the programme and will not be liable for any non-fee related costs incurred by you.

### Declaration

I declare that to the best of my knowledge all the information supplied, and with, this enrolment form is true and complete. I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above. I understand that if I have supplied false information or do not comply with the rules and regulations of NZOQ, my enrolment may be cancelled. I have read and understand the materials supplied to me relevant to my enrolled course and acknowledge that acceptance of the enrolment application by NZOQ constitutes an enforceable contract between me and NZOQ on the terms set out in this declaration

Signature

Date

Parent or guardian's signature if applicant is under 18 years of age:

Signature

Date

## CHECK LIST

### IMPORTANT PLEASE READ CAREFULLY

We want to ensure your enrolment is processed quickly. Failure to answer any of these questions may result in your enrolment being delayed.

**Have you: (please tick)**

- Completed all sections of this form?
- Provided a verified (Signed) copy of one of the following?
  - Birth Certificate with place of birth stated as NZ, Cook Island, Tokelau, or Niue.
  - NZ or Australian passport.
  - A statement of Whakapapa, including date of birth, countersigned by a Kaumatua.
  - Certificate of Citizenship or letter of confirmation.
  - Overseas passport with residency stamp.
  - Overseas passport
- Completed any additional programme specific information required?
- Signed the Declaration?

### FOR OFFICE USE ONLY

Signature (Education Administrator)

Date

Paid

Date

### PLEASE RETURN THIS FORM TO:

NZ Organisation for Quality, PO Box 622, Palmerston North 4440

Phone: +64 6 3514407 | Fax: +64 6 3514408

Email: [quality@nzoq.org.nz](mailto:quality@nzoq.org.nz) | Website: [www.nzoq.org.nz](http://www.nzoq.org.nz)

# NZOQ Diploma in Quality Assurance Programme Information 2022

NZOQ's two-year Diploma in Quality Assurance (DipQA) is designed for quality and risk managers and practitioners who are interested in further enhancing their quality improvement, risk management and the monitoring capability and function within their workplace.

The effectiveness of any quality management system is a function of the product or service flow. Variations and defects obstruct the flow and result in dissatisfaction for customers, delays and rework. The alignment of processes, methodology and quality tools are needed in order to achieve maximisation of product/service delivery. The DipQA covers the pathway to achieving effectiveness.

The DipQA is undertaken by distance learning with a high level of support from experienced course tutors (Email, Skype, telephone). Some regional classroom contact may be offered where student numbers reach a critical mass. The DipQA offers the opportunity to gain a significant qualification both to support your role and to enhance your career prospects.

## Course content: Year one

Year 1 comprises six courses covering a broad range of quality and risk management topics to guide and consolidate your quality knowledge. Students will undertake a total of 12 assignments to complete year one. The six courses/papers include:

1. DipQA501: Quality Management
2. DipQA502: Quality Improvement
3. DipQA503: Variation
4. DipQA504: Implementing Quality
5. DipQA505: Quality Systems
6. DipQA506: Maintaining Quality

**Note: Individually, all the above courses/papers qualify for the New Zealand Trade and Enterprise voucher schemes for eligible businesses**

## Course content: Year two

Students who have previously completed the NZOQ Certificate in Quality Assurance (CQA) will be awarded Recognition of Prior Learning (RPL) and may enter the Diploma at Year 2 — a significant incentive to maximise and enhance your quality learning and qualifications. DipQA Year 2 builds on and enhances the learning undertaken in Year 1 and incorporates the completion of significant practical quality and risk management activities based in the student's workplace—a win-win outcome for both students and their organisations. The papers are designed to include demonstration and implementation of strong project management skills in undertaking the detailed quality and risk management projects which the student selects, based on the needs of their workplace. The courses/papers for year 2 include:

1. DipQA601: Bridging Paper for CQA graduates prior to 2009 (see below)
2. DipQA602a: Quality and Risk Management Audit Training
3. DipQA602b: Quality and Risk Management Audit Project
4. DipQA603: Quality and Risk Management Improvement Project
5. DipQA604: Quality and Risk Management Learning Journal and Competency Interview

**Note: Students entering the Diploma at Year 2 will be required to undertake a Bridging Paper (DipQA601) if your CQA qualification is prior to 2009. Recent CQA graduates will progress directly to DipQA602 and DipQA603.**

Please register your interest today for this exciting opportunity by contacting Tess Stewart [quality@nzoq.org.nz](mailto:quality@nzoq.org.nz) at NZOQ National Office.

**Learn - share - grow**

