

CQA Application Form

PERSONAL DETAILS

Mr Mrs Ms Miss

First Name: _____

Last Name: _____

Address: _____

Tel: _____ (Day) _____ (Eve)

Fax: _____

Email: _____

Are you a NZOQ Member? Yes No

RESIDENCY (please tick box)

NZ Citizen NZ Permanent Resident

International Specify _____

STUDY OPTIONS (please tick box)

Distance Learning February - December 2010

Classroom February - December 2010

Distance Learning July 2010 - June 2011

Classroom July 2010 - June 2011

CURRENT EMPLOYMENT DETAILS (use additional sheet if required)

Company: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Position: _____

Role/Responsibilities: _____

Duration of experience in Quality: _____

MATHEMATICS AND ENGLISH QUALIFICATIONS

List of academic qualifications or demonstration of academic ability (i.e. supporting documentation/employer verification):

Mathematics _____

English _____

Is English your first language? Yes No

I.....certify that the details given above are accurate.

Signed _____ Date _____

Once completed, this Application Form should be forwarded to the New Zealand Organisation for Quality at the address shown overleaf. Successful applicants will then be required to complete an NMIT Enrolment Form.

Feb intake starts 17 February, applications close 10 Feb 2010

July intake starts 21 July, applications close 14 July 2010

NZOQ PROFESSIONAL RECOGNITION

The Certificate in Quality Assurance will provide a wealth of knowledge and skills to enable you to add value to your organisation. When combined with work experience in quality, the CQA provides a component for registration as a Certified Quality Practitioner or Certified Quality Manager.

QUALITY AND YOU

Quality is vital to New Zealand organisations and individuals to succeed in the increasingly competitive marketplace. For over 30 years, NZOQ has provided leadership in the management of quality and best business practices. NZOQ's strength is the diversity of its members whose skills and experience span the spectrum of New Zealand enterprise. Members are supported through networking, sharing information and training and professional recognition.

The Certificate in Quality Assurance (or its equivalent) is a requirement for employment or personal development for many New Zealand organisations.

NZOQ, a registered and accredited Private Training Establishment, is a non-profit, professional society, providing training and education throughout New Zealand.

NMIT is an approved New Zealand Tertiary Education Institute which provides quality local and national recognised educational programmes and has been operating since 1904.



New Zealand Organisation
for Quality National Office
PO Box 622, Palmerston North
Telephone: 64 6 351 4407
Facsimile: 64 6 351 4408
Email: quality@nzoq.org.nz
Website: www.nzoq.org.nz



Private Bag 19
322 Hardy Street
Nelson
Website: www.nmit.ac.nz

Certificate in Quality Assurance



2010



Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

0800 4 career
0800 422 733
info@nmit.ac.nz
www.nmit.ac.nz



Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui
New Zealand Organisation for Quality

Nationwide Training

If your customers and improving your business and systems are important to you - read on.



BUSINESS BENEFITS

Gain indepth understanding of quality and risk management. Develop the skills to guide initiatives to improve quality, productivity and long term profitability in the workplace.

STUDENT BENEFITS

- Enhanced employment opportunities in quality management.
- Knowledge and skills gained for professional recognition.
- Improve your company's quality, productivity and long term profitability.
- An industry recognised qualification.
- Study through an approved New Zealand Tertiary Education Institute.

RECOGNISED QUALIFICATION

The Certificate in Quality Assurance (CQA) (Level 5) provides a broad understanding of quality management and develops a wide range of practical skills that can be applied to manage quality in all types of organisations and industries.

CLASSROOM OR DISTANCE LEARNING

The CQA is offered by Distance Learning which is a convenient way of studying when distance, transport arrangements or work and family commitments make attending a classroom situation difficult. Students are fully supported by a tutor who provides regular feedback and is available to answer questions.

The programme is also offered with classroom teaching in Auckland, Hamilton, Wellington, Christchurch and Dunedin and other locations if numbers permit.

All students are provided with a programme of assignment work designed to provide timely feedback. All assignments are marked and returned promptly to students with guidance to help improve learning. All tutors are experienced quality professionals selected and employed by New Zealand Organisation for Quality.

Feb intake begins 17th Feb, 2010 and ends 11th Dec, 2010.

July intake begins 21th July, 2010 and ends 11th June, 2011.

The CQA is equivalent to a 90 credit programme and requires a strong commitment to personal study time over it's duration. The actual hours will vary for individual students, but all students are required to produce assignment work throughout the programme.

Nationwide Training

ABOUT THE PROGRAMME

This premier level 5 Programme is an industry relevant qualification. Students will be required to show evidence of relevant industry experience.

The programme covers the principles and practices of quality management and quality systems and explores the tools and techniques used in developing, implementing and improving quality within organisations.

- Classroom tutor tuition.
- Distance Learning option available.
- Quality assured, nationally recognised qualification.
- Delivered by Nelson Marlborough Institute of Technology (NMIT) in partnership with the New Zealand Organisation for Quality (NZOQ).

WHO SHOULD ATTEND?

- Managers, team leaders and supervisors with an overall responsibility for quality.
- Project leaders involved in quality improvement.
- Technologists, operators and process controllers with day-to day responsibility for quality.
- Service providers and manufacturers with a general interest in quality.

FEES

Member of NZOQ: \$1244.00 Non-Member: \$1485.00 (inclusive of GST and compulsory NMIT Student's Association fee of \$88.20)

Please note: Fees are payable to NMIT on completion of the NMIT Enrolment Form which applicants will be asked to complete once their application has been approved. Fees include comprehensive course notes. Students require access to a scientific calculator - recommended Casio fx-82MS

APPLICATION

Please complete the attached Application Form.

Entry Requirements:

- A minimum of 14 credits at NCEA Level 1 or higher in Mathematics or equivalent
- A minimum of 8 credits at Level 2 or higher in English or equivalent.
- A level of English sufficient to be able to study at Level 5.

(Students whose first language is not English are required to demonstrate an IELTS score of 5.5 academic (or equivalent), issued within the last 2 years)

Programme Content

The CQA programme consists of 6 courses covering 36 topics, which include:

Concepts of Quality and Risk Management

Discover the underlying ideas behind modern quality and risk management. These basic concepts will enable you to think like a quality professional.

Service Quality-Product Quality

Understand how service and products differ and what they have in common. Learn how to apply quality and risk management principles and techniques to both service and products.

Quality Costs

Good quality costs less than poor quality. Learn to recognise the hidden savings that you can make for your organisation.

People Power

Machines don't make quality, people do. Discover how to harness the people power in your organisation.

Improvement Tools

Improvement doesn't just happen. It is planned and implemented using problem busting tools. Master these tools and become a solutions focussed continuous improvement expert.

Control of Variation

Poor quality is often the result of unacceptable process variation. Learn how to measure, control and minimise variation. Discover how control charts can indicate potential problems allowing you to make adjustments before quality is compromised.

Six Sigma

Discover how the Six Sigma approach to process improvement can reduce process variation to less than four defects per million through the integration of statistical tools and process improvement .

Management Systems

Discover how ISO 9000 Series and similar quality management systems can lead your organisation toward best practice. Learn how Health and Safety and Environmental Management can be integrated with quality management to provide total quality in your business.

Monitoring Quality and Risk

Discover how evaluation and auditing can provide a health-check and guidance on the way forward for your management systems.

Measurement and Calibration

The heart of quality management is measurement. Discover how to ensure that the measurements you use are reliable and dependable.