

# Welcome to the New Zealand Organisation for Quality Diploma QA Enrolment Form 2018 (year 2)

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>	<input type="text"/>							
(If different from above)								
<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

Please tick entry point if known

	<input type="checkbox"/> Member	<input type="checkbox"/> Non-member	<input type="checkbox"/> Student membership
<input type="checkbox"/> <b>DipQA601</b> (Bridging Course)	<b>\$580.00</b>	<b>\$640.00</b>	
<input type="checkbox"/> <b>DipQA602a (RPL)</b> (RPL is required if Audit training was not with NZOQ)	<b>\$345.00</b>	<b>\$405.00</b>	
<input type="checkbox"/> <b>or IA Training (various)</b> (IA training is required to pass DipQA602a)	<b>\$1000.00</b>	<b>\$1410.00</b>	
<input type="checkbox"/> <b>DipQA602b</b> (Audit Project)	<b>\$580.00</b>	<b>\$640.00</b>	
<input type="checkbox"/> <b>DipQA603</b> (Quality improvement Project)	<b>\$580.00</b>	<b>\$640.00</b>	
<input type="checkbox"/> <b>DipQA604</b> (Learning Journal/Competency Interview)	<b>\$235.00</b>	<b>\$295.00</b>	

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

## PAYMENT OF FEES – all fees listed above are GST inclusive

**Fee payment** - all fees to be paid in full before the start of your programme unless alternative 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** - by arrangement, please contact NZOQ National Office

### Payment Options:

- Cheque - please make cheque payable to: NZ Organisation for Quality (Inc)
- Order form from approved company (Order form must be attached)
- Credit Card – card handling surcharge of 3% applies

Credit Card  Visa  Mastercard  CVV  Amount Paid \$

Card Holder  Expiry Date

Card No

Signature

## ETHNICITY

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

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

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

CQA intake and year (please state):

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, especially if you haven't completed the CQA. 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/off-shore (please specify) \_\_\_\_\_

## First Language

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

## DECLARATION AND COMPLIANCE WITH THE PRIVACY ACT 1993

### 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 of various 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 1993.

### 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

Paid

Date Paid

Signature (Education Administrator)

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)

# New Zealand Organisation for Quality

## Diploma in Quality Assurance Learning outcomes (year 2)

The Diploma QA year two (pre-requisite – DipQA year one or CQA graduate) consists of 4 Core Papers incorporating 2 projects plus Internal auditing training (QA602a).

Diploma QA year two was developed due to feedback from many CQA graduates whose interest and practical application in the quality field had continued to grow since their completion of the **Certificate in Quality Assurance**.

**Paper Title:** DipQA602b QUALITY & RISK MANAGEMENT AUDIT PROJECT

**Learning Outcomes:**

- Evaluate risk factors that impact on your organisation. Review, prepare, recommend and justify a quality and risk management audit process to manage risk in your organisation (management sign-off evidence required).
- Apply all aspects of a quality and risk management audit, including management of the interpersonal aspects of the audit.
- Analyse and report on all aspects of your quality and risk management audit.
- Analyse and critique quality and risk management audit findings and develop and manage a suitable action plan and agreed processes for the identified corrective actions.
- Recommend and justify strategies for management of risk outcomes against conclusion of quality and risk management audit and completed / planned corrective actions.
- Portfolio presentation reflects skills and scholarship.

**Please note: a pass is required in all the above learning outcomes to complete this paper successfully.**

**Paper Title:** DipQA603 QUALITY & RISK MANAGEMENT IMPROVEMENT PROJECT

**Learning Outcomes:**

- Analyse and implement quality improvement project tools and techniques which demonstrate:
  - the selection, use and evaluation of appropriate quality and risk management tools
  - development of guiding terms of reference
  - use of feasibility study and analysis of results to guide decision making
  - use of appropriate measures at commencement and completion of project.
- Provide evidence and evaluate use of quality management tools in action, how they are used to ensure validity of the results and how they contribute overall to quality and risk improvement outcomes.
- Demonstrate use of risk management techniques and/or tools to manage and improve quality improvement outcomes.
- Provide evidence and evaluate use of statistical charts in action, how they are used to ensure validity of the results, and how they contribute overall to quality and risk improvement outcomes.
- Analyse, interpret and evaluate results and effectiveness of the quality management tools used.
- Portfolio presentation reflects skills of quality documentation and scholarship.

**Please note: a pass is required in all the above learning outcomes to complete this paper successfully.**

**Paper Title:** DipQA604 QUALITY & RISK MANAGEMENT LEARNING JOURNAL AND COMPETENCY INTERVIEW

**Learning Outcomes:**

- Establish summative learning goals across all DipQA learning outcomes, undertakes self-assessment and evaluation of learning outcomes, and identifies new challenges as a result of learning and outcomes achieved.
- Use quality knowledge and skills to develop focused curriculum vitae reflecting current quality and risk management-related qualifications, competencies and experience.
- Portfolio presentation reflects skills of quality documentation and scholarship.

**Please note: a pass is required in all the above learning outcomes to complete this paper successfully.**

**Paper Title:** DipQA602a QUALITY & RISK INTERNAL AUDIT TRAINING

This paper requires the completion of Internal Auditing training (ideally before beginning the QA602b Project).

This training can be completed through:

- Practical learning via NZOQ two-day internal audit training **or:**
- Practical learning via NZOQ on-line internal audit training **or:**
- Practical learning via NZOQ QSA lead auditor training **or:**
- Recognition of prior audit learning (strict criteria apply)

Where students have previously completed NZOQ Internal Audit training or other recognised Internal Audit training, a cross-credit may be available.

**This paper is compulsory for all students entering the Diploma in Quality Assurance.**