



All Products and Innovations Process

Your one-stop information centre to take your brilliant idea for a new OP offering (or change to existing product)- for the country, community, industry, OP People or all of the above - from concept to reality. Making sure that it has the best chance of success in the shortest possible time.

New (or replacement) Product



Destination

PRODUCT OWNERSHIP

Ideator (e.g. individual, group, subject matter expert, etc.)

Learning and Teaching Development

School/College

1 Presentation of Idea

2a Task Force Approval

3 Design & Development

4 Regulatory Approval

5 Delivery

6 Review & Evaluate

Complete the [concept evaluation form](#) including stakeholder consultation.

Submit to Product & Innovation Task Force via the above link and their Administrator will be in touch to advise you of the expected timeframe.

2b Full Application Details

The Business Mentor will take you through the development paperwork and advise which of the following areas you need to contact next to develop the required information for your application to proceed with full development, e.g.:

- Programme Development Costs (LTD)
- Programme Delivery Costs and/or Capital Expenditure Details (Finance)
- NZQA Framework for confirmation of whether similar programmes exist (QEC)
- Additional Staffing Requirements (People and Culture)
- Marketing viability plan (External Relations, Communications & Marketing)
- EduBits and Microcredentials (Business Modelling)
- Industry Consultation

Task Force receive applications and meet as needed to consider them for approval in principle to proceed with a full application.

You will be advised of the outcome and given details of our Business Mentor to discuss what further documentation will be required via email from the [Task Force Administrator](#)

Consult with [Learning and Teaching Development \(LTD\)](#) and [Performance Excellence \(Quality\)](#) to ensure all required documentation and stakeholder consultation is completed.

A LTD specialist will be allocated to support you through the design and development process and will help you bring in the necessary specialists from other areas to assist you in meeting requirements.

Submit documentation to the [Performance Excellence \(Quality\)](#) for the internal OP and any external approval processes.*

You will be advised of any changes to be made and the progress of your application.

Once the necessary level of approval has been received, deliver the programme to agreed requirements.

Your LTD allocated specialist will be able to assist you with this, should have any questions.

Review your product based on Learner feedback and market interest to gauge the viability to continue offering the product. Any changes can be discussed with your assigned LTD specialist.

This process is outlined on the [Programme and Course Design and Development page](#).

*External deadlines are set by NZQA and may have an impact on how quickly your application can proceed.