

Standard Operating Procedure



Consultancy/Workplace Assessment Process Approval Form

College/ Programme			
Contact Person			
Brief Details of Consultancy/ Workplace Assessment			
TEC Qualification Code	OTCONT	Funding Source	Self Other Contract
Approvals Database Application Number		Funding Category	Z1
BU Number		Course Classifications	
Course Codes	See attached.	Grade Table	
Dates covering period of consultancy/workplace assessment		Approved by	
		Designation of Approver	

Units to be assessed	See attached	
NQF Field/Subfield/Domain	Field: Subfield: domains:	
Accreditation held by Otago Polytechnic Limited	Yes Responsible School:	
Moderation participation details	Internal: As per Responsible School	External: As per Responsible School
Confirmed as meeting Quality Enhancement Centre requirements	Accreditation Checked: Yes Signature	Date

Manager Quality Enhancement Centre

Confirmed	Signature	Date
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Academic Board	Paper Number	Date
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Units Required for

SMS Code	Unit Standard Title	Unit No.	Version	Level	Credit	Nominal Hours	Nominal EFTS	Classification	Funding Category	NZSCED Code
						1	0.0001		Z1	
						1	0.0001		Z1	
						1	0.0001		Z1	
						1	0.0001		Z1	
						1	0.0001		Z1	
							0.0001		Z1	

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Unit Standard Number

Version

Assessment Date:

Organisation:

Postal Address:

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Learner Entries for Consultancy Class – NQF Results

SMS Course Code:

NZQA Hook On Number	Last Name	First Name	Second Name	DOB	Result Pass	Ethnicity	OP ID No <i>(Office Use Only)</i>