

**TONGA NATIONAL QUALIFICATIONS  
AND ACCREDITATION BOARD**



**Application For  
Programme Accreditation And Qualification  
Registration (Initial Or Renewal)**

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# Part A: Preliminary Details

## Section A1. Contact Person for this Application

1. Contact Details	
Contact person name	
Designation (position) in institution	
Telephone number(s)	
Email address	

## Section A2. Programme history

Programme History	
2.1 Is the programme currently being delivered in Tonga?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Place an "X" in the most appropriate box)</i> <i>If "Yes", continue with Section 2.2 and 2.3.</i> <i>If "No", proceed to Section 2.4</i>
2.2 When did delivery of the programme start?	[Year]
2.3 How many students are enrolled at the time of this application?	[Number]
2.4 What is the full cost to the student for the programme (in TOP)?	
2.5 Is the programme being delivered in partnership with another institution or provider?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Place an "X" in the most appropriate box)</i> <i>If "yes" complete Part A Section A4 "Accreditation status of programme for overseas qualification" and Part C Section C7 "Partnership"</i>

### Section A3. Copyright ownership (other than the applicant)

If the copyright in the qualification of any units is owned by any institution or person other than the applicant that will deliver the programme, provide details and attach evidence of agreement or acknowledgement to use the contents.

Copyright owner of the qualification or unit(s)	
Address of copyright owner	
Contact details of copyright owner	

### Section A4. Accreditation status of programme for overseas qualifications

**Accreditation Standard 3: 3.8 Course delivery undertaken in partnership with, on behalf of, or by another organization either inside Tonga or outside Tonga, meets the standards set in the provider's quality management system.**

If the qualification will be awarded by a provider based outside Tonga, provide details of the accreditation status of the programme in the provider's home country. Attach evidence of approval or accreditation as additional documents required.

[Type here, if applicable]

## Section A5. Statement of Management Commitment

We, the undersigned, confirm that this application for programme accreditation represents an accurate statement and is supported by the governing body.

We confirm that the governing body has been advised of the Tonga National Qualifications and Accreditation Board Act and Regulations, the Quality Standards, and of TNQAB policies and procedures relevant to the programme and that to the best of our knowledge these activities comply with all requirements.

We confirm that we have considered any aspects of the programme that may place students or the public at risk and have implemented policies and procedures to ensure their protection.

Name :

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[Chair or external representative of the Governing Body]

Signature:

---

Date :

---

Name :

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[Principal, Director, Manager etc]

Signature:

---

Date :

Official  
Stamp (if  
applicable):

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# Part B: The Qualification and the Programme

Accreditation Standards to be checked in this section for initial accreditation:

Accreditation **Standards 2: 2.1 to 2.6 and Standards 3: 3.2, 3.3, 3.6, 3.7, 3.9 and 3.10, 3.12**

Accreditation Standards to be checked in this section for renewal of accreditation:

Accreditation **Standards 2: 2.1 to 2.6 and Standard 3: 3.1, 3.2, 3.3,3.4, 3.5, 3.7, 3.8, 3.9, 3.10, 3.11 and 3.12.**

The Instruction Booklet contains further advice for sections marked with the symbol



## Section B1: Characteristics of the qualification



Accreditation Standard 2: 2.1-2.4

<b>Title of the Qualification</b>		[From front page of this application]
<b>Purpose Statement</b>		
<b>Rationale</b>		
<b>Outcomes Statement</b>	<b>Graduate Profile</b>	Graduates of this qualification will be able to: 1. 2. 3. ...
	<b>Employment Pathway</b>	Graduates of this qualification will have the skills and knowledge for: 1. 2. 3. ....

<b>Education / Learning Pathway</b>	The qualification provides a pathway from ...						
<b>TQF Level</b>							
<b>Credit Value</b>							
<b>Qualification Components</b> <i>(Add more rows if needed)</i>							
	<b>Unit Code/Title</b>	<b>Level</b>	<b>Directing Learning Hours</b>	<b>Self-Directing Learning Hours</b>	<b>Notional Hours</b>	<b>Credit Value</b>	<b>Compulsory / Elective</b>
1							
2							
3							
4							
	<b>Total</b>						
<b>Entry Requirements</b>							
<b>Learning Assumed to be in Place</b>							
<b>International Comparability</b>							
<b>Recognition of Prior Learning</b>							
<b>Support for Qualification</b>							

Provide evidence of support for the qualification as additional documentation.

## Section B2: Unit Outlines / Unit of Competency

**Accreditation Standard 2: 2.1 – 2.6 and Standard 3: 3.7, 3.9 and 3.10.**

Complete a separate form for each unit or unit of competency for programmes at TQF Levels 1 to 6 using the template at **Appendix 1**.

Complete a separate form for each unit for programmes at TQF Levels 7 to 10 using the template at **Appendix 2**.

## Section B3: Curriculum Map

### Accreditation Standard 2: 2.1-2.4

Complete one Curriculum map for each programme for **TQF Level 1-6** using the template in Appendix 3 (i)

Complete one Curriculum map for each degree program for **TQF Level 7-10** using the template in Appendix 3 (ii).

Complete Appendix (iii) for the programme.

## **Section B4: Professional body licensing, registration or accreditation**

**Accreditation Standard 2: 2.2 The learning outcomes have been developed and reviewed, where appropriate, in consultation with relevant external and internal stakeholders.**

Describe the professional body and the status of any approval by or application to the professional body.



## Section B5: Nested Qualifications

Complete this section only if there is (are) nested qualification(s)

*(Copy and paste this table if more than 1 nested qualification)*

Table of Nested Qualification(s):

<b>Title of Nested Qualification</b>							
<b>TQF level</b>							
<b>Graduate Profile outcomes statement for this specific qualification (not the same as for the higher level qualification)</b>							
<b>Units included in the qualification</b> <i>(Add more rows if needed)</i>							
<b>Unit Code/Title</b>	<b>Level</b>	<b>Directing Learning Hours</b>	<b>Self-Directing Learning Hours</b>	<b>Notional Hours</b>	<b>Credit Value</b>	<b>Compulsory / Elective</b>	
<b>Total</b>							
<b>Entry requirements (which can be the same as for the higher level qualification)</b>							
<b>Other relevant information</b>							

# Part C: Delivery of the Programme

Accreditation Standards to be checked in this section for initial accreditation.

Accreditation Standards: 3.2, 3.3, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.12.

Accreditation standards to be checked in this section for renewal of accreditation:

Accreditation Standards: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12.

In this section, provide information about how the programme will be delivered.

## Section C1: Key Policies (reference in QMS)

**Accreditation Standard 3:**

**3.1 The provider's quality management system is effectively applied to the whole organisation, and is regularly reviewed and updated. (Renewal)**

**3.5 Appropriate entry and selection criteria for each course of study and short course are well publicised and applied consistently. (Initial and Renewal)**

**3.6 Timely, effective and appropriate student guidance and support systems are provided. (Initial and Renewal)**

**3.9 Any off-site practical or workplace components of courses of study are effective and integrated into curricula. (Initial and Renewal)**

Provide a copy (or reference to QMS) of the applicant's following policies as additional documents.

1. Entry and Selection criteria
  - 1.1 Admission and credit /recognition or prior learning (may be more than one policy)
2. Assessment
  - 2.1 Assessment policy
  - 2.2 Student progression and completion
  - 2.3 Validation and moderation of assessment
- 3 Programme Development, approval and review
  - 3.1 Developing and reviewing programmes of studies
- 4 Work-integrated learning and placements
  - 4.1 Work place learning integrated into the curriculum
- 5 HR Policy
  - 5.1 Staff Recruitment Policy with appropriate recruitment criteria for teaching staff
- 6 Delivery in partnership with other providers (including cross-border delivery) -if applicable.

## Section C2: Delivery Sites and Projected Student Numbers

**Accreditation Standard 3: 3.2 The provider has adequate and appropriate physical and learning resources to deliver its qualifications and courses of study.**

Complete Sections 2.1.1 to 2.1.3 for the primary delivery site. If there is more than one delivery site, complete additional tables, numbering them as C2.2.1, 2.2.2, 2.2.3 etc.

For online programmes or units use the applicant’s main campus address. Do not include the sites for work placements or practicums.

### C2.1.1 Delivery Site 1:

<b>Name of Campus / site</b>	
<b>Address</b>	

### C2.1.2 Projected Student Numbers

For each proposed delivery site, provide an estimate of the total number of students expected to enroll in the programme each year for the next five years.

[FT - Full Time ; PT – Part Time]

Intake	1. (year)	2. (year)	3. (year)	4. (year)	5. (year)
<b>of National students</b>					
<b>FT males</b>					
<b>FT females</b>					
<b>PT males</b>					
<b>PT females</b>					
<b>Sub-total</b>					
<b>Number of International students</b>					
<b>FT males</b>					
<b>FT females</b>					
<b>PT males</b>					

<b>PT females</b>					
<b>Total</b>					

### C2.1.3 Physical and Learning Facilities and Resources

For each proposed delivery site, provide information on teaching facilities and other physical and learning resources in place to support the programme delivery.

Write “NA” if not applicable.

<b>Physical and learning resources</b>	<b>Description of Quantity (Numbers) / Size</b>	<b>Description of Status (Good or needs upgrading)</b>	<b>Health and safety equipment in place (e.g. fire-fighting, secure storage, signs)</b>
Hall or large lecture theatre			
Classrooms			
Library			
Science Laboratory			
Computer Laboratory			
Electrical Workshop			
Carpentry Workshop			
Machinery shed			
Facilities to accommodate access for learners with special needs			
Other (Please specify and add more rows if needed)			
<b>Teaching and Learning Resources</b>	<b>Description of Quantity (Numbers)</b>	<b>Description of Status (Good or Need Upgrading)</b>	
Learning Management System			
Computers /laptops			
Other (Please specify and add more rows if needed)			

### Section C3: Proposed delivery schedule

**Accreditation Standard 2: 2.3 The learning outcomes and credit requirements are clearly defined and consistent with the requirements of the National Qualifications Framework.**

Credit value:

- The total number of credits is shown.
- The total credit value of the qualification equals the sum of the credits assigned to the components.
- The credit total is appropriate and conforms to qualification definitions.

**Accreditation 3: 3.7 The provider defines and implements effective teaching and learning practices that are educationally sound and appropriate to the course of study and mode of delivery.**

Provide information on the delivery time of the Programme:

<b>Length of one Semester/ Term</b>		<b>Number of hours per week /unit</b>	
<b>Total Number of Semesters</b>		<b>Total Credits</b>	

Mark the timing of the delivery of each unit with an “X”.

Add more rows if needed.

<b>Code and Title of Unit /Code</b>	<b>Delivery Time (Month)</b>											
	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>	<b>May</b>	<b>Jun.</b>	<b>Jul.</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>
[Type here]												

## Section C4: Information for Prospective Students Prior to Entry

**Accreditation standard 3: 3.5 Appropriate entry and selection criteria for each course of study and short course are well publicised and applied consistently.**

Describe the channels that will be used to market or promote the programme to prospective (future) students.

Attach examples of the marketing and promotional material that will be used to advertise the programme to future students in hard copy or on the provider’s website and social media platforms.

## Section C5: Teachers/trainers for each unit

**Accreditation Standard 3: 3.3 Staff qualifications and experience meet the requirements of the Act.**

List the names and qualifications of staff who will teach or assess each unit.

Unit code/title	Name of teacher/trainer * teaching the unit	Qualifications including name of awarding institutions	Name of teaching qualification	Role in programme and unit, e.g., trainer, assessor	Full-time or Part-time or Casual

\*Teachers’ qualifications and experience will be verified on-site during the site visit.

## Section C6: Student Support

**Accreditation Standard 3: 3.6 Timely, effective and appropriate student guidance and support systems are provided.**

State briefly the support available to students for this programme, addressing both learning support and welfare and counselling support

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## Section C7: Partnerships

**Accreditation Standard 3: 3.8 Course delivery undertaken in partnership with, on behalf of, or by another organisation either inside Tonga or outside Tonga, meets the standards set in the provider's quality management system.**

Partnership Arrangements:	
Details of other organization	Name, address, contact person, telephone, email, country of Partner Organisation:
Documented agreement	The formal <b>agreement</b> on which the partnership is based <b>must be attached</b> . Provide a summary of these key responsibilities: <ul style="list-style-type: none"><li>a. Registration of candidates:</li><li>b. Award of the qualification:</li><li>c. Conduct of external quality assurance:</li><li>d. Determination of assessment standards and processes:</li><li>e. Minimum resources for the programme that lead to the qualification stated:</li><li>f. Delivery of the programme:</li><li>g. Appropriate staff to deliver the programme that leads to the qualification stated:</li></ul>

## Section C8: Research required for Degrees and Postgraduate Qualifications

**Accreditation Standard 3: 3.12** Where degree courses of study are offered, adequate resources and support are provided to meet the provider’s defined research goals and objective.

This section should **only** be completed for qualifications at TQF Level 7 and above.

**8.1** Provide information on research goals and objectives of the institution.

**8.2** Provide information on how research activities are conducted in accordance with recognised ethical and cultural standards and are open to peer and public scrutiny.

**8.3** Provide information on research facilities and support for staff and students to undertake research relevant to the programme.



**8.4** Information on research outputs by staff will be viewed on-site at the site visit.

# APPENDICES

## Appendix 1: Template for Unit Outline or Unit of Competency for Programmes at TQF Levels 1 to 6

Complete this template to for programmes at TQF Levels 1-6 for Provider Qualifications. The National Qualification has a separate template.

Copy the template (table) to provide details for each unit in the programme.

Course Component #			
Unit Code and Title			
TQF Level	Unit Credit Value	Notional Hour Ratio Direct Learning Hours: Self Directing Learning Hours	
Unit Purpose			
Pre-requisite & Co-requisite		Elective or Compulsory [Delete ONE]	
Learning Outcomes & Performance Criteria			
Learning Outcome(s) <i>(Add more rows if required)</i>		Performance Criteria	
Required Skills & Knowledge			
Required Skills			
Required Knowledge			

Teaching and Learning Strategies				
Teaching Methods			Teacher to Student Ratio	
Assessment Requirements				
Methods of Assessment and Weight Allocation (%)				
Assessment Tools				
Suggested Context of Assessment				
Requirements for successful completion				
For successful completion of this unit ....				
Moderation arrangements				
a. Pre-Moderation			b. Post Moderation	
Resource Requirements				
<b>1. Textbook Resources required for training</b>				
<i>Add more rows if needed</i>				
Title of Textbook	Author	Version	Quantity	Status

Digital Resource	Description

**2. Digital Resources required for training to include e-text, website, apps etc.**

*Only complete if applicable to your unit.*

**3. Resources required for Assessment**

*Only complete if applicable to your unit*

Resources needed for the assessment	Description

**Definitions**

Key Words, Concepts and Technical terms <i>(Add more rows if needed)</i>	Definition

## Appendix 2: Template for Unit Outlines for Programmes at TQF Levels 7 to 10

Complete this template for programmes at TQF Levels 7 to 10.

Copy the template (table) to provide details for each unit in the programme.

Unit #			
<b>Unit Code and Title</b>			
<b>TQF Level</b>	<b>Unit Credit Value</b>	<b>Notional Hours</b>	
		<b>Direct Learning Hours: Self Directed Learning Hours Ratio</b>	
<b>Mode of Delivery</b> (face-to-face, hybrid, wholly online, intensive)			
<b>Pre-requisite(s)</b>			
<b>Co-requisite(s)</b>			
<b>Elective or Compulsory</b>			
<b>Description or Purpose</b>			
<b>Learning Outcomes</b>			
By the end of this unit, students are able to:			
<ol style="list-style-type: none"> <li>1. ....</li> <li>2.</li> </ol>			
<b>Graduate Attributes developed</b>			
<i>[List any relevant institutional graduate attributes that will be developed by students taking this unit.]</i>			

### Unit Content

[Brief list of key topics, generally between 6 and 12.]

1. ....

### Teaching and learning strategies

Teaching and Learning Strategies

### Proposed Assessment Tasks

(Copy and paste the table below to accommodate all proposed assessment tasks)

Task Number 1			
Description			
Due Date		Length	
Assessment Criteria			
Weight in Percentage (%)			

### Moderation of Assessment

Pre moderation arrangement for assessment tasks

Post moderation arrangement for completed assessment

External moderation for the assessment tasks

### Attendance and other Requirements to Pass the Unit

Attendance Requirements

Other Requirements

**Feedback and Unit Evaluation Strategies**

*[Type here]*

**Other Information**

*[Type here]*

**Key Reference for the Unit**

*(Use the APA referencing style (or other approved style) to list the references.)*

### Appendix 3: Curriculum Map Templates

Complete one map for each provider programme and include it as an additional document to the application.

#### Appendix 3(i): Template for TQF Levels 1 to 6 - Mapping of Program Learning Outcomes and Units of Competency

For provider qualifications to be registered at Levels 1 to 6, simply use an 'X' to map the programme learning outcome to the units of competency learning outcomes.

Program Learning Outcomes (PLO) /Graduate Profiles	Units of Competency (Unit Code) Learning Outcomes							

#### Appendix 3(ii): Template for TQF Levels 7 to 10 - Mapping of Program Learning Outcomes and Units of Competency

For TQF qualifications at Level 7 or above, use the following key:

Introduced = I; Reinforced = R; Mastered = M.

Program Learning Outcomes (PLO) /Graduate Profiles	Units of Competency (Unit Code) Learning Outcomes							

**Appendix 3(iii): Template for mapping program learning Outcomes to TQF Level descriptors (generic learning outcomes)**

Simply place an “X” in a cell to show how the programme learning outcome aligns with the TQF level descriptors:

<b>Program Learning Outcomes (PLO)/Graduate Profile</b>	<b>TQF Level Descriptors (Generic Learning Outcomes)</b>		
	<b>Knowledge</b>	<b>Skills</b>	<b>Application</b>
<b>PLO 1</b>			
<b>PLO 2</b>			
<b>PLO 3</b>			

## Checklist for Additional Items of Evidence

The table below lists evidence that must accompany the application. Please confirm that this evidence has been included with the application by checking each box. Add any further items of evidence provided with the application.

Section of Application form	Item of evidence to be included	Provider to complete	TNQAB to complete
Preliminary details	If the programme is being delivered in partnership with another institution or provider, a copy of the complete agreement with the other institution or provider.		
Preliminary details	For overseas qualifications, evidence of programme accreditation status in home country		
B1 Support for Qualification	Evidence of support for qualification		
B2 Template at Appendix 1 or 2	Completed unit outlines for all units or units of competency		
B3 Template at Appendix 3	Curriculum Map		
C1	Key policies as listed		
C4	Examples of marketing and promotional information for future students		
C7	Agreement between partners for delivery of the programme, if applicable		
<b>Additional evidence supplied by applicant</b>			
Note: Information for <b>Sections C5 and C8.4</b> is to be provided on-site at the site visit.			