

# NZ IQAF

# GOVERNANCE AUDIT TOOLKIT

Aligned to New Zealand Qualifications Authority (NZQA)  
Integrated Quality Assurance Framework (iQAF)

# Mandatory Disclaimer



## Evidence-Based Outputs

All toolkit outputs must be based solely on submitted evidence. No assumptions or inferences permitted.

## No Regulatory Advice

This toolkit does not constitute regulatory advice or a definitive compliance determination.

## Governance Validation

All findings must be reviewed and validated through appropriate governance bodies and delegations.

# Governance Audit Objective



## Assess Provider Ownership

Verify quality ownership at governance level with clear accountability structures.

## Evaluate Self-Assessment

Review effective self-assessment capability and continuous improvement systems.

## Review Risk-Based Governance

Ensure risk-based oversight aligned to iQAF requirements and NZQA readiness.



# Audit Structure (iQAF Aligned)

## Cornerstones

Governance accountability and ownership at Board level.

## Enablers

Risk management, proportionality, and continuous improvement.

## Regulatory Levers

Approval, monitoring, self-review, and intervention mechanisms.

# Evidence Framework Overview



## Folder 1

Governance & Accountability Structures including Board Charter and Delegations Matrix.

## Folder 2

Strategy, Risk & Performance covering Strategic Plan and Risk Framework.

## Folder 3

Self-Assessment Systems and Programme Reviews.

## Folder 4

Data & Evidence Integrity ensuring reliable, data-driven decisions.



# Evidence Framework Details — Folders 1 to 4

## Folder 1: Governance & Accountability

Board Charter, Academic Governance Framework, Delegations Matrix, Committee Structure, Meeting Minutes. Key: Quality ownership at Board level.

## Folder 2: Strategy, Risk & Performance

Strategic Plan, Risk Framework, Risk Register, KPI Dashboards. Key: Risk management and KPI alignment.

## Folders 3 & 4: Assessment & Data

Self-Assessment Framework, Audit schedules, Programme reviews, Student performance data, Data governance. Key: Continuous self-assessment and data reliability.



# Evidence Framework Details — Folders 5 to 7

## Folder 5: Policies & Controls

Academic policies, Student support policies  
Key: Policy implementation and review

## Folder 6: Continuous Improvement

Improvement plans, Action registers  
Key: Action tracking and impact measurement

## Folder 7: Regulatory Readiness

NZQA submissions, Compliance reports  
Key: Audit readiness and proactive engagement



# PRP Master Audit Prompt

## WHAT IS WORKING

Identify strengths with evidence-based findings using governance-ready language.

## WHAT IS MISSING

Document gaps requiring attention, based solely on submitted evidence.

## WHAT TO FIX

Prioritise actions with Risk Rating: ● Green  
| ● Yellow | ● Red

# Governance Dashboard Domains



## Governance Structures

Board accountability, delegations matrix, committee oversight.

## Risk & Strategy

Strategic alignment, risk framework, KPI monitoring.

## Self-Assessment & Data

Review cycles, evidence integrity, data-driven decisions.



# Governance Maturity Model

## Emerging

Ad hoc governance processes with limited documentation and reactive compliance approach.

## Developing

Defined governance structures emerging with basic risk awareness and initial self-assessment.

## Established → Embedded → Leading

Systematic governance, proactive risk management, embedded quality culture, and strategic intelligence leadership.

P R P Q U A L I T Y

# FINAL STATEMENT

This toolkit supports the transition from compliance to continuous assurance and governance intelligence, empowering institutions to own their quality journey.

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