# Qualification Development Fund – Application for funding

Qualification Development Fund funding contributes to qualification developers’ costs incurred while developing and reviewing New Zealand qualifications.

The Qualification Development Fund subsidies the cost associated with levels 1 to 6 qualification development and review activities, including, but not limited to:

* undertaking evaluations
* collaborating with stakeholders
* conducting needs analyses, and
* assessing industry/community impact.

This fund, is available to approved qualification developers, to encourage and support the development and review of qualifications at levels 1 to 6 on the NZQF.

* Limited funding is available to contribute to the cost of:
* developing new New Zealand qualifications
* reviewing New Zealand qualifications that are scheduled for review beginning in:
	+ in 2022, and
	+ in 2023, where the need to commence the review in 2022 can be demonstrated

The following information is available to help you during the application process.

* [Qualification Development Fund](http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/qualification-development-fund/) information on [Fund finder](http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/?keywords=&tags=&view=tiles&show=25&sort=default).
* [New Zealand Qualifications Authority](http://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/listing-qualifications-on-the-nzqf/) (NZQA) information about listing qualifications at levels 1 to 6 on the NZQF.

## From 2022, we can also fund the development of micro-credentials

The development of a micro-credential at any level in line with the NZQA criteria for the approval of micro-credentials is now eligible for funding under the Qualification Development Fund. To be eligible for funding, any projects relating the development of micro-credentials must demonstrate broad industry or community need and wide-ranging stakeholder support

### If you are applying for funding for the development of Micro-Credentials

Please complete the Micro-Credential application form which can be found on our [webpage](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/qualification-development-fund/).

## Email your completed application form to the Customer Contact Group (customerservice@tec.govt.nz) before 5pm, 18 February 2022

Please send your completed application to us via email to customerservice@tec.govt.nz no later than 5pm

### Questions

If you have any questions about the application process, contact the Customer Contact Group customerservice@tec.govt.nz.

## We will make decisions by mid to late March 2022

Please note:

* Funding is limited, and applications will be assessed against the assessment criteria.
* We may choose to part-fund an application.
* We may contact applicants to clarify or seek more information about their application.
* We may consider information from our own records and other agencies when considering your application, e.g. NZQA.
* We will only consider applications that meet organisation and project eligibility requirements.
* We will use the assessment criteria set out in this application form to consider each application.
* We will contact each successful/unsuccessful applicant by late March 2022 and advise them of the outcome of their application in writing.

## 1. Organisation details

Provide details of the organisation that, if successful, will be funded.

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| --- |
| Organisation details |
| Legal name |  |
| Trading name *(if applicable)* |  |
| Address |  |
| EDUMIS number *(if applicable)* |  |
| Chief Executive/Director/Board Chair*(name and role or position)* |  |
| Contact person*This person must be contactable for at least six weeks after the application close date.* |
| Name |  |
| Role or position within the organisation |  |
| Phone |  |
| Mobile |  |
| Email |  |

## 2. Organisation eligibility

In this section confirm that your organisation meets the eligibility requirements for the Qualification Development Fund.

See [Eligibility](http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/qualification-development-fund/?AccordionItem=4658) on our [Qualification Development Fund](http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/qualification-development-fund/) webpage for further information.

|  |
| --- |
| 2.1 Organisation eligibility |
| In the box below state under what circumstances your organisation is eligible to apply for Qualification Development Fund funding. |
| My organisation is a qualification developer | YES / NO |
| My organisation has received ‘approval to develop’ from NZQA | YES / NO |
| Name of person confirming ‘approval to develop’ |  |
| Role or position within the organisation |  |

## 3. Project eligibility

In this section confirm that your proposed project meets the eligibility requirements of the Qualification Development Fund.

See [Eligibility](http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/qualification-development-fund/?AccordionItem=4658) on our [Qualification Development Fund](http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/qualification-development-fund/) webpage for further information.

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| 3.1 Project eligibility |
| 3.1.1 Qualification development |
| This project includes development of one or more **new** qualifications, all at levels 1 to 6 of the NZQF | YES / NO |
| 3.1.2 Qualification review *(the applicant must be an NZQA approved ‘qualification developer’ – see 2.1 above)* |
| This project includes review of one or more **existing** qualifications, all at levels 1 to 6 of the NZQF | YES / NO |
| 3.1.3 Reason(s) for qualification review *(select all that apply)* |
| Scheduled 2022 review | YES / NO |
| Early review required | YES / NO |

## 4. Qualification development

*Delete this section if not applicable*

In this section demonstrate how well your proposed project meets the purpose of the Qualification Development Fund, and our priorities for allocating the funding.

Please keep applications as succinct as possible; while we have not imposed a word limit, we request that you include only information relevant to the application.

See our [Qualification Development Fund](http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/qualification-development-fund/) webpage for further information, including [Applying for funding](http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/qualification-development-fund/?AccordionItem=4655).

### 4.1 Project merit - Qualification development assessment criteria

*The Applicant demonstrates that the proposed project:*

* *includes clear and achievable outcomes that align with the purpose of the fund (to support the development and review of qualifications on the NZQF that reflect industry and community need)*
* *is supported by the relevant industry and/or community*
* *will address one or more needs identified in or by the relevant industry and/or community, and*
* *will result in new qualifications that will meet the needs of learners.*

*The Applicant demonstrates that it:*

* *has collaborative arrangements with key stakeholders, including tertiary education organisations*
* *has key stakeholders willing to contribute to the development of the qualification(s), and*
* *will co-invest appropriately, to support the project outcomes being achieved.*

|  |
| --- |
| Project merit - Qualification developmentIf you answered YES to 3.1.1 above: |
| 4.1.1 Describe the development project in terms of:* outcomes sought and how they align with the purpose of the fund (to support the development and review of qualifications on the NZQF that reflect industry and community need)
* how it is supported by the relevant industry and/or community,
* how it will address one or more needs identified in or by the relevant industry and/or community, and
* how it will result in new qualifications that will meet the needs of learners.
 |
| Project description: |
| 4.1.2 Demonstrate that, as qualification developer, you:* have collaborative arrangements with key stakeholders, including tertiary education organisations
* have key stakeholders willing to contribute to the development of the qualification(s), and
* will co-invest sufficiently in the project to support the project outcomes being achieved.
 |
| Commitment to the project: |
| 4.1.3 Describe the likely shape and nature of the new qualification(s), including their strategic purpose. |
| New qualification(s): |
| 4.1.4 Provide the name of each proposed qualification(s) | NZQF level(s) |
|  |  |
| 4.1.5 Funding requested for the development project | $ |
| 4.1.6 Your financial commitment to the development project | $ |

## 5. Qualification review

*Delete this section if not applicable*

In this section demonstrate how well your proposed project meets the purpose of the Qualification Development Fund, and our priorities for allocating the funding.

Please keep applications as succinct as possible; while we have not imposed a word limit, we request that you include only information relevant to the application.

See our [Qualification Development Fund](http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/qualification-development-fund/) webpage for further information, including [Applying for funding](http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/qualification-development-fund/?AccordionItem=4655).

### 5.2 Project merit – Qualification review assessment criteria

*The Applicant demonstrates that the proposed project:*

* *includes clear and achievable outcomes that align with the purpose of the fund (to support the development and review of qualifications on the NZQF that reflect industry and community need)*
* *is supported by the relevant industry and/or community*
* *will address one or more needs identified in or by the relevant industry and/or community, and*
* *will result in reviewed/replacement qualifications that will meet the needs of learners.*

*For qualification reviews scheduled for future years, the Applicant demonstrates that there are compelling reasons for an earlier review, and that all relevant stakeholders will be able to participate.*

*The Applicant demonstrates that it:*

* *has collaborative arrangements with key stakeholders, including tertiary education organisations*
* *has key stakeholders willing to contribute to the review of the qualification(s),*
* *has appropriate levels of co-investment to support project outcomes*
* *will co-invest appropriately, to support the project outcomes being achieved.*

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| Project merit - Qualification reviewIf you answered YES to 3.1.2 above: |
| 5.2.1 Describe the review project in terms of:* outcomes sought and how they align with the purpose of the fund (to support the development and review of qualifications on the NZQF that reflect industry and community need)
* how it is supported by the relevant industry and/or community,
* how it will address one or more needs identified in or by the relevant industry and/or community, and
* how it will result in reviewed/replacement qualifications that will meet the needs of learners.
 |
| Project description: |
| 5.2.2 If you selected ‘early review required’ in 3.1.3 above, explain why early review is necessary, and how you know that all relevant stakeholders will be able to participate in the early review. |
| Explanation for early review, and stakeholder participation: |
| 5.2.3 Demonstrate that, as qualification reviewer, you:* have collaborative arrangements with key stakeholders, including tertiary education organisations
* have key stakeholders willing to contribute to the review of the qualification(s), and
* will co-invest sufficiently in the project to support the project outcomes being achieved.
 |
| Commitment to the review project: |
| 5.2.4 Provide the name of each (current) qualification(s) to be reviewed | NZQF level(s) |
|  |  |
| 5.2.5 Funding requested for the review project | $ |
| 5.2.6 Your financial commitment to the review project | $ |

