# New Zealand Apprenticeships – TEC Approval

Transitional Industry Training Organisations must use this form when applying to the Tertiary Education Commission for approval of New Zealand Apprenticeship programmes. The application process is a two phase process, with assessment before and after NZQA approval.

## This application form enables the Tertiary Education Commission to assess whether your programme meets the New Zealand Apprenticeship criteria

By transitional Industry Training Organisations (transitional ITOs, you, applicant) submitting this application form, it enables the Tertiary Education Commission (TEC, we, us) to assess your New Zealand Apprenticeship (NZA) programme against the NZA criteria. If it meets the criteria we will approve your programme as a New Zealand Apprenticeship.

Approval through this process does not provide funding approval, which must be sought through the investment plan process. If you forecast that you will need more funding than in your current allocation you will need to complete an additional funding request through the normal TEC process.

[Link to the additional funding request template in the investment toolkit](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/)

Following pre-approval, you must also obtain approval for the NZA from New Zealand Qualifications Authority (NZQA) using NZQA’s application for approval of programmes of industry training. This process can be found on the NZQA website (link below). The TEC provides both a pre-approval and approval process. The pre-approval process provides assurance that the proposed apprenticeship meets the required criteria before expending resources completing the full NZQA approval process.

[Link to NZQA’s application process](https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/approval-prog-industry-training/apply-prog-of-industry-training/)

Approval through this application process enables you to enter the programme into the Industry Training Register as an NZA. NZAs attract a higher funding rate than other industry training programmes.

## What must a Transitional ITO do to have a New Zealand Apprenticeship approved

There are two phases, and four stages to the NZA approval process. The following diagram visually represents the process.



* The four stages are:
1. **Phase 1 TEC pre-approval:** Applicant submits this form to enable TEC to confirm whether a programme meets the criteria for an NZA based on the information provided. If the qualification is not yet listed on the New Zealand Qualifications Framework, you must send us a copy of the draft application document with this form.
2. **NZQA approval:** You must ensure that the programme has NZQA approval. The programme must be approved to be delivered as an NZA.
3. **Phase 2 application:** Applicant submits programme into the Industry Training Register (ITR), and sends NZQA approval documents and the phase 2 application form to the TEC. This enables the TEC to confirm whether a programme continues to align with the pre-approval assessment of the NZA, and that NZQA approval has been obtained. The NZQA approval documents required are the NZQA Outcome Letter and NZQA Programme Details Form.
4. **Final decision:** TEC will assess the application and information entered in the ITR and make a final decision. If approved, the NZA will be approved in the ITR and TEC will communicate the decision to you in writing.

Not all applications will be approved. The TEC retains the right to decline approval to fund NZAs and request further information where required.

Any requests for funding relating to NZAs will be assessed through their respective processes e.g. the investment plan round and additional funding request process.

## Information about this form

* There are six sections to this form, and two phases.
* If you are applying for a complex apprenticeship (i.e. an apprenticeship leading to more than one qualification), use one application form and list all the qualifications in section 2, programme summary.
* Phase 1 is Stage 1 and Stage 2 (TEC pre-approval and NZQA Approval) and Phase 2 is Stage 3 and Stage 4 (Submit NZQA approval documents with phase 2 application form and TEC final decision).
* This form must be submitted twice to the TEC during the complete process.
	+ Once during phase 1 (TEC pre-approval);
	+ An updated version at phase 2, along with the NZQA approval documents.
* At phase 2, with your application form and ITR programme entry, you must submit your NZQA approval documents, which are:
	+ NZQA’s Programme Details Form
	+ NZQA’s Outcome Letter
* You may choose to submit additional programme information with your application. This application form should provide us with sufficient information to assess your application, but we may request further information about the programme if necessary.
* If the qualification/s is not yet listed on the New Zealand Qualifications Framework, you must send us a copy of the draft application document with this form at phase 1 pre-approval.
* Please note TEC may request a breakdown of the unit standards that will be used within the NZA.
* If the programme has NZQA approval as an NZA you can complete both phases of the application form (the full form) and submit together.
* Note that you need to use the same form you submitted during phase 1 and update it with responses to the phase 2 questions, along with any updates to information submitted at phase 1.
* Please track any changes to the document when changes are made at phase 2. This is to ensure we are made aware of any changes to the phase 1 programme information. In Section 6 of this form you can also summarise any changes to your programme that have been made between each approval phase.
* It is important you fill out all sections of the form for each relevant phase.

**Completed forms must be sent to:** customerservice@tec.govt.nz with the subject line: [Edumis#] – New Zealand Apprenticeship Approval Application [Phase 1/Phase 2]

## Full New Zealand Apprenticeship criteria list

Please note, the following NZA criteria must be met for all NZAs. Please read this list and ensure your proposed NZA meets these criteria. This does not form part of the application form, but we have included an optional check box for you to use.

|  |  |  |
| --- | --- | --- |
|  | New Zealand Apprenticeship Criteria | Optional checkbox |
|  | The programme must:* lead to a New Zealand Qualification at Level 4 on the New Zealand Qualifications Framework (NZQF); and
* be focussed on Level 4 outcomes\* on the NZQF

*\*If less than half the programme’s credits are at level 4 we may ask for additional information to confirm that the programme is focused on level 4 outcomes.*  |  |
|  | The programme must not include qualifications at level 1, 2, 5 or 6 on the NZQF. |  |
|  | The programme must consist of at least 120 credits. |  |
|  | The programme must be:* made up of a qualification or qualifications at Level 4 on the NZQF; or
* made up of qualifications at levels 3 and 4\* on the NZQF and at least 60 credits are at level 4.

*\*These must be full qualifications, or as a minimum the bulk of each qualification, you cannot select small parts of existing qualifications to make up 120 credits.* |  |
|  | The programme must be for learners who are in work, and in work that is directly related to the apprenticeship programme. |  |
|  | The programme must involve a tripartite agreement that governs the training between:* The transitional industry training organisation ; and
* The learner; and
* The employer
 |  |
|  | The programme must provide an entry point into an occupation that sets a person up for a career in an industry.*Please note, in section 3 of this form you are required to describe how your programme meets this criterion.* |  |
|  | The programme must meet regulatory requirements for entry into the occupation where appropriate.  |  |
|  | The programme must * be consistent with the size of, and nature of skills gained, through existing apprenticeship programmes; and
* demonstrate learner and industry need for the programme (See below for further detail)

*Please note, in section 3 of this form you are required to describe how your programme meets this criterion.* |  |
|  | The programme must contain a strong theoretical component to support further learning as well as a practical element.  |  |

## Sections of the form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Section number |  | Title | Section description |
| Phase 1 |  | Organisation details | This section simply tells us who is applying and who to contact about the application.  |
|  | Programme summary | This section tells us high level information about the programme. |
|  | Assessment criteria | This section requires you to confirm the programme meets the mandatory criteria for New Zealand Apprenticeships  |
|  | Declaration (Phase 1) | This section requires you to confirm that the information you have provided at phase 1 is true and correct. There is a second declaration to be completed for phase 2.  |
| Phase 2 |  | Post NZQA Approval | This section requires you to confirm that you have received approval from NZQA for the New Zealand Apprenticeship and that you have submitted the details of the proposed New Zealand Apprenticeship programme for approval on the ITR. It also reminds you to update any information that has changed since the phase 1 application was submitted (please track these changes). Please use the same form you submitted at phase 1 and update it.  |
|  | Declaration (Phase 2) | This section requires you to confirm that the information you have provided at phase 2 is true and correct.  |

## We will make a decision and notify you of the outcome as soon as possible

* We will assess the information and evidence you provide and communicate a decision to you.
* We may contact you to clarify or seek more information about your application.
* We may consider information from our own records, other agencies’ records, and publically available information, when considering your application.
* We will notify you of the outcome of your application in writing.

# Application Form

## Organisation details

Please provide details about your organisation

|  |
| --- |
| Organisation details |
| 1.1 Legal name |  |
| 1.2 EDUMIS number |  |
| 1.3 NZBN Number |  |
| 1.4 Trading name *(if applicable)* |  |
| Lead contact details This is the person we will contact for more information if required. This person will also receive the outcome notification.  |
| 1.5 Name |  |
| 1.6 Role or position within the organisation |  |
| 1.7 Business Phone |  |
| 1.8 Mobile |  |
| 1.9 Email |  |
| 10 Outcome notification email addresses*Please list all emails you would like to receive notification of the outcome.*  |  |

## Programme summary

|  |
| --- |
| New Zealand Apprenticeship summary |
| **Please provide details of the New Zealand Apprenticeship programme*****Remember to track or highlight any changes you make when you submit your phase 2 application.***  |
| 2.1 Title of New Zealand Apprenticeship |  |
| 2.2 Description of the programmePlease provide a brief summary about why you have developed the programme and its aims (less than 100 words). |  |
| 2.3 Qualifications in the New Zealand Apprenticeship*For each qualification you must include the qualification code, title, credits, and NZQF level.**Add a new row if you need to detail more than two qualifications.* *If the qualification/s is not yet listed on the New Zealand Qualifications Framework, you must send us a copy of the draft application document with this form.* | Code | Title | Credits | NZQF Level |
|  |  |  |  |
|  |  |  |  |
| 2.4 Total credits of proposed New Zealand Apprenticeship |  |
| 2.5 Proposed occupation\*\* after completing the programme.  |  |
| 2.6 Industry  |  |
| 2.7 Name of regulatory body (if applicable) |  |

## New Zealand Apprenticeship assessment criteria

|  |  |
| --- | --- |
|  | New Zealand Apprenticeship – assessment criteria |
|  | *To be an NZA the programme must meet the criteria in this table. Please indicate yes/no and provide a text summary to respond to each question.*  |
| 3.1 | Will/does the programme provide an entry point into an occupation that sets a person up for a career in an industry (the apprenticeship and qualifications gained must directly correlate to the target industry)? To answer this question summarise how the programme sets learners up for the target occupation (less than 200 words). *For example, does the graduate profile for the qualification/s include the learner gaining a broad practical working knowledge of the fundamentals required in the applicable industry/trade? Has industry been consulted in the development of the programme? Does completion of the qualification provide an employment pathway?*  | YES/NO |
| 3.2 | Is the programme:* consistent with credits and nature of skills gained, through existing apprenticeship programmes; and
* addressing learner and industry need?

Please provide a summary (less than 200 words) that describes the learner and industry demand for the programme. For example, how many learners are likely to enrol in the programme and how has industry been consulted and expressed desire for the programme? Describe the research and engagement you have undertaken and show evidence of engagement with industry leaders.*This question is designed to ask whether an apprenticeship programme is the appropriate learning product for the programme and confirm industry and learner demand for the programme* | YES/NO |

## Section 4.

## Declaration – Phase 1 (pre-NZQA approval)

This section must be signed by your organisation’s Chief Executive, General Manager, or a designated authority on their behalf.

If the qualification/s is not yet listed on the New Zealand Qualifications Framework, you must send us a copy of the draft application document with this form.

|  |
| --- |
| Declaration (phase 1) |
| I declare that to the best of my knowledge the information given in this application is true and correct. |
| Signature |  |
| Name and Position |  |
| Date |  |

## END OF PHASE 1 APPLICATION

* The next stage is obtaining programme approval NZQA.
* You must clearly state to NZQA that the programme is intended to be delivered as an NZA.

It must clearly indicate on NZQA’s application form ‘Approval of industry training programmes leading to qualifications listed on the New Zealand Qualifications Framework’ under any relevant sections that the programme is intended to be part of an NZA (especially the “Aims of the proposed programme” section).

* **Completed forms must be sent to:** customerservice@tec.govt.nz with the subject line: Your [Edumis] – New Zealand Apprenticeship Approval Application [Phase 1/Phase 2]

## Section 5: Phase 2 (post NZQA approval)

|  |
| --- |
| NZQA Approval |
| *To be funded by the TEC, New Zealand Apprenticeship programmes must be approved by NZQA.* * *You must clearly state on NZQA’s ‘Application for approval of programmes of industry training’ under any relevant sections that the programme is intended to be part of an NZA (particularly in the ‘Aims of the proposed programme’ section).*
* *You must seek NZQA approval for a combined industry training programme (complex apprenticeship) where more than one qualification is proposed to be included in the NZA, even where separate industry training programmes have been approved for each qualification. Any additional qualification (aside from the required level 4 qualification) must be integral to the NZA.*
 |
| 5.1 Have you submitted your programme for approval in the Industry Training Register (ITR)?*TEC will assess your phase two application and ITR submission concurrently so please ensure you have input the programme into the ITR before submitting this phase 2 application.*  | YES/NO |
| 5.2 Have you updated and tracked/highlighted any information in this form that has changed since your phase 1 application? | YES/NO/NA |
| 5.3 If you would like to highlight and summarise any changes since your Phase 1 pre-approval application, you can do so in the following row. Example changes could be changes to the credit value of the programme, duration of the programme compared to NZQA’s approval documentation, or a change to the programme’s name.  |
| *Describe any changes here* |
| 5.4 Have you received NZQA approval for the programme?*You must submit NZQA’s Outcome Letter and Programme Details Form with your phase 2 application form.* | YES/NO |

## Section 6: Declaration Phase 2 (post NZQA approval)

This section must be signed by your organisation’s Chief Executive, General Manager, or a designated authority on their behalf.

|  |
| --- |
| Declaration (phase 2) |
| I declare that to the best of my knowledge the information given in this application is true and correct. |
| Signature |  |
| Name and Position |  |
| Date |  |

* **Completed forms must be sent to:** customerservice@tec.govt.nz with the subject line: [Edumis#] – New Zealand Apprenticeship Approval Application [Phase 1/Phase 2]

|  |
| --- |
| * DOCUMENT MANAGEMENT – TEC use only
 |
| Document type: | Application form | **Date first published:** | December 2020 |
| Version: | 1.0 | **Objective ID:** | A1631855 |
| Author: | Operational Policy | **Owner:** | CCG |
| Last update published: | December 2020 | **Review date:** | March 2021 and as necessary |
| Updates |
| Version  | **Update description** | **Substantive / minor?** |
| v1.0 | Version 1 | N/A |