# Managed Apprenticeships – TEC Approval

Tertiary Education Organisations (TEOs) must use this form when applying to the TEC for approval of new Managed Apprenticeships programmes. This is a two phase process, with assessment before and after NZQA approval.

## Reminder – no growth of Managed Apprenticeships

While apprenticeships are being supported and promoted through a number of initiatives, the Tertiary Education Commission (TEC) does not want providers to increase the number of Managed Apprenticeships they are delivering in 2020 and planned for 2021, beyond the number they have already committed to.

Providers have advised TEC of the expected number of Managed Apprenticeships that will be delivered during 2020, we expect this number will not be exceeded in 2021.

We are currently in a transition period due to the Reform of Vocational Education (RoVE). We are actively working with transitional ITOs and providers on a successful transition to the new structure for industry, employers and learners. During this time it is important that we maintain current arrangements, without dramatic change, while new delivery approaches and funding is implemented.

We do not wish to discourage learners from pursuing an apprenticeship, and encourage you to all work in your respective areas for what you are currently approved to deliver. We do not want to see providers actively recruiting apprentices away from transitional ITOs.

## You must submit one application form per apprenticeship programme.

Some complex Managed Apprenticeships may contain more than one qualification. When an application form is filled out for a Managed Apprenticeship programme all qualifications within that apprenticeship programme must be listed. For example, a Managed Apprenticeship in Automotive Electrical Engineering that leads to the New Zealand Certificate in Automotive Engineering (Level 3) and the New Zealand Certificate in Automotive Electrical Engineering (Level 4) would be in one application form.

## This application is not TEC funding approval for fund Managed Apprenticeships

Approval through this process does not provide funding approval. This approval is simply TEC’s agreement that a Managed Apprenticeship programme meets the mandatory criteria for being a Managed Apprenticeship.

You must also obtain approval and accreditation from NZQA for the Managed Apprenticeship programme.

You are still required to obtain approval for funding from TEC through the normal processes e.g. the investment plan process, the additional funding request process, or any other relevant process.

## When to use this form

* This form must be used by Student Achievement Component funded providers (TEIs and PTEs) that require approval for new Managed Apprenticeship programmes. This includes both:
* New Managed Apprenticeship programmes made up of a single qualification.
* New Managed Apprenticeship programmes made up of two or more qualifications; these are known as complex apprenticeships.

‘New’ means any Managed Apprenticeship programme that hasn’t been reported as at 1 June 2020 as a Managed Apprenticeship in the SDR, or, a Managed Apprenticeship programme that hasn’t been approved by NZQA and so therefore still requires TEC Phase 2 approval.

* If:
  + the relevant qualification/s have NZQA approval as a Managed Apprenticeship programme; and
  + the programme, leading to the award of the qualification or qualifications, has NZQA approval; and
  + you have NZQA accreditation to deliver that programme, and to deliver it as a Managed Apprenticeship; and
  + you have approval that TEC will fund that qualification/s; and
  + you haven’t received approval from the TEC to deliver the Managed Apprenticeship Programme; and
  + you haven’t delivered that programme as a Managed Apprenticeship before;
* you must still use this application process to obtain approval to deliver that programme as a Managed Apprenticeship. You may submit both phases of the application form at once, only if NZQA has approved your programme.
* This form uses the new (for 2020 December SDR) criteria for Managed Apprenticeships. **These new criteria are wider than the previous SDR manual criteria for Managed Apprenticeships**. This means that any programmes you have already reported as Managed Apprenticeship delivery should meet the criteria in the form. You do not need to apply to the TEC for approval of these existing Managed Apprenticeships.
* Approval is not required for programmes that have already been reported as Managed Apprenticeship delivery in the SDR as at 1 June 2020.
* You may like to check that any existing programmes meet the criteria contained within this form. If they do not, they must not be reported as Managed Apprenticeship delivery.
* If you have incorrectly reported Managed Apprenticeship Delivery please correct this in your next SDR submission, unless otherwise advised by the TEC.

## Information about the full Managed Apprenticeship approval process

* To receive funding from the TEC to deliver a Managed Apprenticeship you must follow the four stage process.
* This form is to be used at the first and third stages, which are TEC phase 1 approval and TEC phase 2 approval.
* The four stages are:

1. **Phase 1 TEC pre-approval:** Use of this form will enable TEC to confirm whether a programme meets the criteria for a Managed Apprenticeship based on the information provided.
2. **NZQA approval:** Providers must ensure that the programme has NZQA approval, and that you have accreditation to deliver the programme from NZQA. The programme must be approved to be delivered as a Managed Apprenticeship.
3. **Phase 2 TEC approval:** Use of this form will enable TEC to confirm to providers whether a programme continues to meet the criteria for a Managed Apprenticeship, and will let TEC know that NZQA approval and accreditation has been obtained. Providers must also submit the NZQA Outcome Letter and Programme Details Report at this stage.
4. **STEO / plan approval:** You will also need to submit the qualification/s in STEO using the normal process, and obtain approval to be funded for the qualification/s through the plan process.

Not all applications will be approved – we, the TEC, retain both the right to decline approval for Managed Apprenticeship programmes that do not meet the criteria, and to decline to fund delivery of Managed Apprenticeships.

## Information about this form

* There are six sections to this form, and two phases.
* The two phases are Stage 1 (Phase 1 TEC pre-approval) and Stage 3 (Phase 2 TEC approval) from the full approval process.
* This form must be submitted twice to TEC during the complete process. Once during phase 1 (TEC pre-approval), and an updated version at phase 2 (TEC approval) along with the NZQA Outcome Letter and Programme Details Report.
* The phase 2 section needs to be completed and submitted once you have received approval in an ‘Outcome Letter’ from NZQA.
* At phase 2, with your application form, you must also submit:
  + NZQA’s Outcome Letter; and
  + NZQA’s Programme Details Report
* 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 programme has NZQA approval as a Managed Apprenticeship, and you have been accredited by NZQA to deliver the programme as a Managed Apprenticeship, you can complete both phases of the application form (the full form) and submit it together.
* Note you need to use the same form you submitted during phase 1, and update it with responses to the phase 2 questions, and, any updates to information submitted at phase 1.
* Please track any changes to the document when changes are made at phase 2 so we are made aware about any changes to the phase 1 programme information.
* It is important you fill out all sections in the form for each relevant phase.
* Use one application form per apprenticeship programme. This means there should only be one form for a complex managed apprenticeship programme, which details all qualifications in the programme.
* **Completed forms must be sent to:** [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) with the subject line: Your [Edumis] – Managed Apprenticeships Approval Application [Phase 1/Phase 2]

## Sections of the form

|  |  |  |  |
| --- | --- | --- | --- |
| Section number |  | Title | Section description |
| Phase 1: TEC pre-approval | | | |
|  | 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. |
|  | Mandatory criteria | | This section requires you to confirm the programme meets the mandatory criteria for Managed Apprenticeships. |
|  | Programme breakdown | | This section provides us with more detailed information about the components within the programme. This enables us to have more context about the programme. |
|  | Declaration | | 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: TEC approval | | | |
|  | NZQA approval confirmation and declaration | | This section requires you to confirm that you have received approval and accreditation from NZQA for the Managed Apprenticeship programme. 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.  This section also contains a declaration to confirm the information you have provided 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 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. | |
| 1.4 Name |  |
| 1.5 Role or position within the organisation |  |
| 1.6 Phone |  |
| 1.7 Mobile |  |
| 1.8 Email |  |
| 1.9 Outcome notification email addresses  *Please list all emails you would like to receive notification of the outcome.* |  |

## Programme summary

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| Managed Apprenticeship summary | | | | |
| **Please provide details of the Managed Apprenticeship programme**  ***Remember to track or highlight any changes you make when you submit your phase 2 application.*** | | | | |
| 2.1 Title of Managed Apprenticeship  *This should be described in the following format ‘[descriptive name of apprenticeship programme] leading to [qualification X, Y etc.].*  *For example ….*  *Managed Apprenticeship in Automotive Electrical Engineering leading to the New Zealand Certificate in Automotive Engineering (Level 3) and the New Zealand Certificate in Automotive Electrical Engineering (Level 4).* |  | | | |
| 2.2 Description of the programme  Please provide a brief summary about why you have developed the programme and its aims (less than 100 words). |  | | | |
| 2.3 Qualifications in the Managed Apprenticeship  *Managed Apprenticeships that include multiple qualifications must list every qualification here i.e.one application form per apprenticeship programme.*  *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.* | Code | Title | Credits | NZQF Level |
|  |  |  |  |
|  |  |  |  |
| 2.4 Total credits of proposed Managed Apprenticeship |  | | | |
| 2.5 Proposed occupation\*  \* after completing the programme. |  | | | |
| 2.6 Industry |  | | | |
| 2.7 Name of regulatory body (if applicable) |  | | | |

## Managed Apprenticeship mandatory criteria

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|  | Managed Apprenticeship - mandatory criteria | |
|  | *To be a Managed Apprenticeship the programme must meet the following criteria i.e. you must answer yes to all of the questions in this table. Please work your way through this checklist and confirm all the criteria apply.* ***You will notice there are two YES/NO selections. Use the top one for your phase 1 application, and the bottom one for your phase 2 application.*** | |
| 3.01 | Does the overall programme:   * lead to a New Zealand Qualification at Level 4 on the New Zealand Qualifications Framework (NZQF); and * is the programme focussed on Level 4 outcomes\* on the NZQF?   *\*half the programme’s credits must be at Level 4 or above.* | YES/NO |
| YES/NO |
| 3.02 | Does the programme consist of at least 120 credits? | YES/NO |
| YES/NO |
| 3.03 | Is the programme either:   * 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, you cannot select parts of existing qualifications to make up 120 credits.* | YES/NO |
| YES/NO |
| 3.04 | Will/does the programme involve a learner enrolled at a subsidiary of NZIST, a wānanga or a private training establishment (PTE)? | YES/NO |
| YES/NO |
| 3.05 | Will/does the programme involve a learner reported in the SDR as either:   * source of funding code 01 (student achievement component); or * 02 (international fee-paying student)?   Please note that 02 learners are not eligible for the Targeted Training and Apprenticeship Fund. | YES/NO |
| YES/NO |
| 3.06 | Can you confirm that funding code 11 (ITO off-job training) will not be used for any learner in the programme? | YES/NO |
| YES/NO |
| 3.07 | Will/does the programme involve a learner who is in work? | YES/NO |
| YES/NO |
| 3.08 | Will/does the programme involve a learner whose Managed Apprenticeship training is in a field that applies to their employment? | YES/NO |
| YES/NO |
| 3.09 | Will/does the programme involve a tripartite agreement that governs the training between:   1. The provider (TEI/PTE); and 2. The learner; and 3. The employer? | YES/NO |
| YES/NO |
| 3.10 | Will/does the programme include little or no involvement of a transitional Industry Training Organisation in training administration? | YES/NO |
| YES/NO |
| 3.11 | Will/does the programme provide an entry point into an occupation that sets a person up for a career in an industry?  *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 |
| YES/NO |
| 3.12 | Will/does the programme meet regulatory requirements for entry into the occupation (where applicable)? | YES/NO |
| YES/NO |
| 3.13 | Is the programme:   * consistent with the size of, and nature of skills gained, through existing apprenticeship programmes; and * is there learner and industry need for the programme?   *This question is designed to ask whether an apprenticeship programme is the appropriate learning product for the programme.* | YES/NO |
| YES/NO |

## Programme breakdown

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| Programme breakdown | | | | | | |
| *Please provide details about each component part of the managed apprenticeship programme.*  *Component ID and title: Please provide either the unit standard ID and title, STEO course code and title if it already exists, or other ID and descriptor as relevant to each component of the programme.*  *Comments: Please provide information about the skills gained through each component and any other contextual information you think is relevant to the application.*  ***Remember to track or highlight any changes you make when you submit your phase 2 application.*** | | | | | | |
| **NZQA Qualification code**  **Please include this for each component of the programme.** | **Component ID e.g. Unit Standard ID, STEO course code or other ID** | **Component Title**  **e.g. course title or standard title** | **NZSCED** | **NZQF level** | **Credits** | **Comments** |
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## 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.

|  |  |
| --- | --- |
| 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 and accreditation from NZQA.
* You must clearly state to NZQA that the programme is intended to be delivered as a Managed Apprenticeship.

## Phase 2 (post NZQA approval)

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| --- | --- |
| NZQA Approval | |
| *To be funded by the TEC, Managed Apprenticeship programmes must be approved by NZQA.*   * *You must clearly state to NZQA that the programme is intended to be delivered as a Managed Apprenticeship.* * *NZQA’s Programme Details Report will detail whether or not the programme has been approved as a Managed Apprenticeship.* | |
| Does the programme still meet the mandatory criteria, as detailed in section 3 of this application form?  *Please also complete the bottom yes/no option against each of the criteria in section 3.* | YES/NO |
| Have you updated and tracked/highlighted any information in this form that has changed since your phase 1 application? | YES/NO |
| Have you received NZQA approval and accreditation for the programme?  *You must submit NZQA’s Outcome Letter and Programme Details Report with your phase 2 application.* | YES/NO |

## 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.

|  |  |
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| 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 |  |

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| Updates | | | |
| Version | **Update description** | | **Substantive / minor?** |
| v1.0 | Version 1 | | N/A |
| v2.0 | Changed wording in guidance on MA delivery numbers from MAs delivered, to MAs committed to. | | Minor |
| v3.0 | Fixed numbering in section 2  Included guidance for what is required in the programme summary section.  Included guidance to say one form per apprenticeship, and complex MAs should have all qualifications in one form.  Added document management table. | | Minor, Signed out by Manager. |