**Application for micro-credential support**

**When to use this form**

Use this application form to request a *Letter of Suppor*t from Ringa Hora Services Workforce Development Council for your proposed micro-credential.

Providers need to include a letter of support from a WDC with their NZQA micro-credential application.

For more information about micro-credential support please refer to [Micro-Credential Registration Support - Ringa Hora](https://ringahora.nz/qualifications-and-assurance/micro-credential-registration-support/)

**Application process**

Please send the following items to [programmes@ringahora.nz](mailto:qualifications@ringahora.nz).

* completed application form
* completed NZQA application form
* supporting evidence.

We aim to review all applications within twenty (20) working days. We will contact you if we require more information.

If your organisation requires Consent to Assess for any unit or skills standards included in the proposed micro-credential, you will need to make a separate [Consent to assess](https://ringahora.nz/qualifications-and-assurance/quality-assurance/consent-to-assess/) application.

NZQA makes the final decision on whether a micro-credential is approved.

The Letter of Support you receive from us will be valid for six (6) months from the date of the letter.

**Further information**

If you have any questions, please email [programmes@ringahora.nz](mailto:qualifications@ringahora.nz).

**Application date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application type** ☐ new micro-credential ☐ change to an existing micro-credential

**Provider details**

|  |  |
| --- | --- |
| **Education organisation name** |  |
| **Education organisation number (EDUMIS)** |  |

**Your contact details** *We may contact you regarding your application*

|  |  |
| --- | --- |
| **Name** |  |
| **Role** |  |
| **Email** |  |
| **Phone number** |  |

**Micro-credential details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Micro-credential title** |  | | |
| **Level** |  | **Credits** |  |

|  |
| --- |
| **Rationale for Micro-credential / Description of Micro-credential change** |
|  |

**Important considerations**

Your application should address the four considerations listed in the tables below. For each consideration, provide narrative statements or refer to relevant sections of supporting evidence.

Examples of evidence include:

* A description of the development process and engagement
* Evidence of industry and stakeholder engagement
* Advisory group meeting minutes, and/or letters of support from stakeholders
* Diagrams illustrating pathways or relationships
* Relevant policies and procedures

Please clearly label your attachments.

1. **Whai Hua – Adding Value**

|  |  |
| --- | --- |
| **Consideration** | **Comment**  Make narrative statements or refer to relevant evidence. |
| How will the proposed micro-credential add value to industry, learners and community? |  |

1. **Matea Ahumahi – Industry need**

|  |  |
| --- | --- |
| **Consideration** | **Comment**  Make narrative statements or refer to relevant evidence. |
| How does the micro-credential meet an industry need? |  |
| What evidence is there of industry consultation and/or a needs analysis? |  |

1. **Ngā Huarahi – Pathways**

|  |  |
| --- | --- |
| **Consideration** | **Comment**  Make narrative statements or refer to relevant evidence. |
| How does the micro-credential complement an existing skills pathway or address a gap in the pathway? |  |
| Does the micro-credential duplicate all or part of any existing qualifications or micro-credentials? Please specify. |  |

1. **Hanganga Whakakaupapa – Structure**

|  |  |
| --- | --- |
| **Consideration** | **Comment**  Make narrative statements or refer to relevant evidence. |
| Does the micro-credential have a coherent structure?  ***Note:*** *the structure of the micro-credential is broadly considered, so detailed comment from the provider is not required. The substantive structure of the micro-credential is considered by NZQA.* |  |
| How does the micro-credential ensure there are no barriers to completion or participation for learners, and particularly Māori, Pacific People or tangata whaikaha? |  |