## Purpose of application form

This application form is used by providers to request a letter of support from a WDC, as part of the Consent to Assess (CTA) process.

A registered education organisation (EO) applying for CTA for WDC unit or Skill standards, must receive a Letter of Support from the WDC to accompany their NZQA CTA application.

Requirements for consent to assess are outlined in the [Consent and Moderation Requirements (CMR) 0112 v8](https://www.nzqa.govt.nz/nqfdocs/maps/pdf/0112.pdf)

## Process

Please email this document, along with attached evidence documents and covering letter on your organisation’s letterhead to [moderation@ringahora.nz](mailto:moderation@ringahora.nz).

Once received, our team will analyse the application contents. You will be asked for more information, if needed. As part of the application process a site visit may be required.

An EO that proposes to assess its learners against standards listed in the Directory of Assessment and Skill Standards (DASS) must apply to NZQA for CTA against those standards.

NZQA makes the final decision on the CTA application. NZQA may grant some, or all the scope applied for. The process is NOT fully completed until NZQA has awarded CTA to the EO.

The Letter of Support will only be valid for six (6) months from the date in the letter.

## Any questions?

If you have any questions regarding this CTA application, please email [moderation@ringahora.nz](mailto:moderation@ringahora.nz ).

## Type of application

 New Application  Extension of existing Scope of Registration

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| **Provider Details** |

Education organisation:

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Education organisation number (EDUMIS):

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| **Contact Person** |

Name:

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Role:

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Email:

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Phone:

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| **For Schools only** |

Name of Principal’s Nominee:

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Phone:

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Email:

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| **Training Delivery sites**  Please list all delivery site locations for this application |

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## Consent to Assess sought in this application

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| **Unit or Skill standard application** | | | |
| **Unit/Skill Standard Number** | **Title** | **Level** | **Credits** |
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**Evidence that meets Consent and Moderation Requirements (CMR)**

Please ensure you refer to CMR 0112 for the unit or Skill standards you are applying for when compiling evidence for this application.

More information about CMRs can be found here: <https://www2.nzqa.govt.nz/tertiary/assessment-and-moderation-of-standards/consent-and-moderation-requirements/>

## New template

The latest version of the CMR document is in the current NZQA template. This means that the criteria listed in the CMR and in this application may look different from previous versions. However, the intent, main content, and supporting evidence remains essentially the same.

For further context we recommend you read Appendix 1 (p.18) of the [Guidelines for TEOs applying for Consent to Assess against standards](https://www2.nzqa.govt.nz/assets/Tertiary/Approval-accreditation-and-registration/Guidelines/guidelines-consent-to-assess.pdf) on the NZQA website.

**Note:** Please refer to relevant sections from your Quality Management System documents in this application and attach them as part of the evidence.

Examples of other useful forms of evidence include but are not limited to:

* tutor/teacher/assessor CVs
* programme/course outlines (if applicable)
* site photographs (if applicable)
* evidence of industry consultation, including advisory group minutes.

**Please clearly label your attachments**

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| **Tikanga whakaaetanga | Consent requirements** | **Evidence:**  Make statements and refer to relevant sections of QMS or other attached documents | |
| **a. Ngā pūkenga ake, mōhiotanga hoki o ngā kaiako, kaiaromatawai | Particular skills and knowledge of teachers and assessors** | | |
| Please provide evidence that policies and procedures on staff selection are in place and include:   * details of assessors’ appropriate experience and industry qualification or knowledge to undertake assessment (provide CV of proposed assessor(s)) * the requirement for an assessor to hold US4098 or how they can demonstrate equivalent skills and knowledge * how the EO supports assessors to continue with professional development, currency and exposure to industry * how the EO supports assessors to engage in internal moderation activities * how the EO provides opportunities for development in Te ao Māori and mātauranga māori practices |  | |
| **b. Rauemi motuhake mō te aromatawai ki ngā paerewa | Special resources required for assessing against the standards** | | |
| Provide evidence that policies and procedures are in place to ensure:   * structure of learning and assessment is designed and delivered to meet the needs of learners/ ākonga, employers and industry * there is adequate, active and current liaison with industry including the establishment of an industry advisory committee (if applicable) * teaching resources and assessment activities enable learners/ ākonga to meet the requirements of the standards * assessment materials have been pre-assessment moderated (please state whose materials will be used) * EOs will engage with post-assessment moderation requirements * there is a process for Recognition of Prior Accreditation or Credit Recognition and Transfer in relation to the standards being applied for * Please attach the proposed structure of learning (e.g. a course outline). This should show a clear outline of content and identify the participants and intended outcomes. |  | |
| **c. Tā te ākonga whai wāhi ki ngā rauemi | Learner access to resources** | |
| Provide evidence that policies and procedures are in place to ensure:   * learners/ ākonga have access and support to meet the requirements in relation to assessment, admission, learning support, guidance and pastoral care |  |
| **d. Wheako ā-ringa | Practical experience** | |
| Provide evidence that policies and procedures are in place to ensure:   * on-job industry-based components of training and assessment are integrated with off-job components. * health and safety requirements for off-site practical or work-based activities are covered and meet the requirements of occupational health and safety legislation. * where learners spend time with an employer for off-site practical or work-based experience, training, assessment, or use of facilities, the responsibilities for assessment and reporting of credits are clearly specified in an agreement. * when using employer facilities evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer. |  |

Ensure any industry specific requirements as per the relevant appendix in the [CMR](https://www.nzqa.govt.nz/nqfdocs/maps/pdf/0112.pdf) have also been evidenced.

***Please send file back in Word document format***