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| Micro-credentials  **Approval request form** |

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# Micro-credentials approval request form

Please read the micro-credentials funding approval guidelines carefully before completing this form. These Guidelines and further information on micro-credentials, including FAQs, are on the [micro-credentials funding approval page](https://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/micro-credentials/) on our website.

Submit this approval request form via Workspace 2. It can be submitted at any time. Once submitted please email [micro-credentials@tec.govt.nz](mailto:micro-credentials@tec.govt.nz) to confirm your request. In Workspace 2 please use the following naming convention: **“[EDUMIS number] – Micro-credential approval request form – [Micro-credential name]”**.

## 1. Organisation administrative information

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| **1.1 Organisation details** | |
| Organisation name |  |
| EDUMIS number |  |
| **1.2 Contact person for micro-credential request** *This person/s must have a good understanding of your organisation and the proposed micro-credential. This person, or another contact person named, needs to be contactable by us for a period of at least eight weeks from the approval request form’s submission date.* | |
| Name/s |  |
| Role or position within your organisation |  |
| Phone |  |
| Mobile |  |
| Email |  |

## 2. Organisation eligibility

In this section, confirm that your organisation meets the eligibility requirements for   
micro-credentials funding.

All tertiary education organisations (TEOs) eligible for Student Achievement Component (SAC) or Industry Training Fund (ITF) funding can be funded to deliver micro-credentials. However, we will also consider TEO capability and associated risks when we assess approval requests.

Delete Yes / No answers as required.

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| **2.1 Organisation eligibility** | |
| My organisation is eligible for SAC 3+ funding | Yes / No |
| My organisation is eligible for SAC 1-2 funding | Yes / No |
| My organisation is eligible for ITF funding | Yes / No |

## 3. Micro-credential eligibility

In this section confirm that your proposed micro-credential meets the micro-credential eligibility requirements, and the assessment criteria.

Refer to the [Micro-credentials funding approval guidelines](https://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/micro-credentials/) sections 3.5, 3.6 and 3.7.

Delete Yes / No answers as required. Provide your answer in the space provided, which will expand automatically.

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| **3.1 Micro-credential details** | | |
| Micro-credential name |  | |
| New Zealand Qualifications Framework (NZQF) level |  | |
| Credit value |  | |
| Funding source (SAC 1-2, SAC 3+, or ITF) |  | |
| Funding category – alphabetic and numeric code (only applies to SAC 3+, see [here](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/student-achievement-component-provision-at-level-3-and-above-on-the-nzqf-fund/sac-funding-rates/) for code categories) |  | |
| **3.2 NZQA approval** | | |
| If applicable, confirm you have attached New Zealand Qualifications Authority (NZQA) documentation for your micro-credential. | | Yes / No / NA |
| **3.3 Is this a micro-credential?** | | |
| Confirm that your micro-credential meets our definition of a micro-credential. | | |
| This micro-credential complies with NZQA or CUAP criteria | | Yes / No |
| This micro-credential has stand-alone value | | Yes / No |
| This micro-credential is tightly focused on a coherent capability or skills set | | Yes / No |
| **3.4 Description of micro-credential** | | |
| Provide a brief description of what the micro-credential covers, including the programme content and graduate profile. | | |
| *(in 500 words or less)* | | |
| **3.5** **Criterion One: End-user buy-in** | | |
| Provide evidence of end-user (e.g. employers, industry bodies, or community groups) buy-in. We are looking for evidence that end users are invested in ensuring the quality and success of the micro-credential. You can attach supporting information as an appendix. | | |
| *(in 500 words or less)* | | |
| **3.6** **Criterion Two: Contribution to government priorities** | | |
| Describe how the micro-credential contributes significantly to:   * the Tertiary Education Strategy, and * the shifts and directions articulated in the [investment toolkit](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/) accessible on our website, and/or * Government’s other stated priorities. | | |
| *(in 500 words or less)* | | |
| * 1. **Criterion Three: Complementing private investment** | | |
| Confirm that the micro-credential does not predominantly involve training that employers are legally obliged to provide (e.g. employer-specific health and safety training), or that any business has a particular commercial interest in providing.  Provide evidence that the skills have transferrable value and can be applied across a range of employers and contexts, e.g, evidence of demand from an appropriate representative body, or multiple employers or community representatives.  You can attach supporting information as an appendix. | | |
| *(in 500 words or less)* | | |

## 4. Proposed volume/funding

In this section confirm your proposed EFTS or STMs sought for your micro-credential. Please note that there is no specific additional funding available to support micro-credentials. We expect that in most cases funding will come from reprioritisations within TEOs’ existing allocations.

Notes:   
Be consistent with your current Plan approval, i.e. if you only have approval for 2020, only fill in the 2020 column.

For SAC3+, remember that unless otherwise agreed by us, your delivery towards training schemes (which includes Certificates of Proficiency (COPs), Certificates of Personal Interest (CPIs) and micro-credentials) must comprise no more than 5% (or the percent we have notified you of in writing) of the dollar value of your total delivery.

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| **4.1 EFTS/STM volume** | | | |
|  | **2020** | **2021** | **2022** |
| Volume of EFTS/STMs |  |  |  |
| Proposed TEC cost\* |  |  |  |

\* Example to work out TEC cost:

If you are proposing to deliver 10 EFTS of SAC3+ provision with a funding category of A1 (i.e. Arts [#03] or Social Sciences [#03]), the 2020 funding rate is $6,408 per EFTS. 10 EFTS x $6,408 = $64,080.

If you are proposing to arrange 10 STMs of training, the 2020 industry trainee funding rate is $3,258.   
10 STMs x $3,258 = $32,580.

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| **4.2 EFTS/STM funding** | | | |
| Are you seeking additional funding on top of your currently approved funding?\* | Yes / No | | |
| If yes, how much additional funding are you seeking per year (in line with your current  Plan length)? | **2020** | **2021** | **2022** |
|  |  |  |

\* Note: If you are seeking additional funding you will be required to submit an [Additional Funding Request](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/) form. We will ask you to submit this separately if your micro-credential is approved for funding.

## 5. Declaration

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

Note: electronic signatures are acceptable.

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| **5.1 Declaration** | |
| * I agree that there is senior management commitment to the proposed micro-credential detailed in this approval request form. * I declare that to the best of my knowledge the information given in this approval request form is true and correct. | |
| Name and position |  |
| Date |  |
| Signature |  |