

Guidelines for TEC approval of New Zealand Apprenticeship

The TEC approves New Zealand Apprenticeships (NZAs) for funding. Before approving NZAs that include an NZQA-approved industry training programme, the TEC takes into account whether NZQA has approved the industry training programme in line with NZA requirements.

New Zealand Apprenticeship requirements

NZAs that include New Zealand qualifications must:

- ensure the apprentice is employed in the occupation for which he or she is training
- provide an entry point into an occupation setting a person up for a career in an industry
- meet regulatory requirements for entry into an occupation
- include a New Zealand qualification at level 4 of at least 120 credits (and not include a level 1 or 2, or level 5 qualification or higher)
- include support for the apprentice through a training plan agreed by the apprentice, employer and organisation arranging training, and
- receive funding through the Industry Training Fund.

What an ITO must do to have a New Zealand Apprenticeship approved

- A. The ITO must complete TEC's NZA [approval template](#) and email it to Customerservice@tec.govt.nz before submitting the proposed industry training programme to NZQA. The information required to complete the template is:
- name of New Zealand Apprenticeship
 - total credits of proposed NZA programme
 - proposed occupation
 - industry
 - name of regulatory body
 - qualifications included in the New Zealand Apprenticeship
 - NZQA qualification code (s)
 - NZQF level
 - total credits of qualification
- B. If the qualification is not yet listed on the New Zealand Qualifications Framework, then the ITO must send the TEC a copy of the draft qualification document along with the completed NZA approval template.
- C. The ITO must ensure the email to Customerservice@tec.govt.nz clearly states the contact details (name, phone number and email address) of a nominated staff member to be advised of the outcome of the NZA approval process.
- D. When submitting an industry training programme for an NZA for approval to NZQA, the ITO must:
- I. 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 a NZA (especially the "Aims of the proposed programme" section);
 - II. seek NZQA approval for a combined industry training programme where more than one qualification is proposed to be included in an NZA, even when separate industry training programmes have been approved for each qualification. Any additional qualification (aside

from the required level 4 qualification of at least 120 credits) must be integral to the apprenticeship.

NZQA's role in the New Zealand Apprenticeship approvals

- E. NZQA will consider the proposed industry training programme against the NZA criteria and indicate in the Programme Details Report whether or not NZQA has approved the industry training programme in line with NZA requirements.
- F. A copy of NZQA's approval letter and Programme Details Report which is sent to the ITO will be automatically copied to the TEC.

TEC's approval of the New Zealand Apprenticeship

- G. The TEC will make an initial assessment of the NZA based on the information in the NZA approval template and any draft qualification document received. The TEC will advise both the ITO and NZQA of the outcome of that initial assessment.
- H. In the final assessment of the NZA for funding, the TEC will consider whether NZQA has approved the industry training programme. ITOs will be notified (via email to the ITO's nominated contact person) of TEC's decision within 5 working days of the TEC receiving the Programme Approval Report from NZQA.

Entering an approved New Zealand Apprenticeships in the Industry Training Register

- I. Once the TEC has notified the ITO that an NZA has been approved for funding, the ITO may then create the relevant programme in the Industry Training Register (ITR).
- J. The programme in the ITR should reflect the details of the approved programme (particularly the approved credit value of the programme).
- K. The ITO will not be able to enrol any apprentices in the programme until the TEC has further approved the use of the NZA fund code for the programme within the ITR. This requirement ensures only programmes approved as part of an NZA receive the higher funding rate.
- L. A request for this approval is automatically generated when the programme is created and the NZA fund code is selected in the ITR.
- M. The TEC will approve the NZA fund code programmes for NZA funding in the ITR within five days of the ITO creating the programme.
- N. This fund code approval process in the ITR is a technical process and does not replace the assessment and approval of the NZA as described in paragraphs A to H above.