# New Zealand Apprenticeships – TEC Approval

If you are a Tertiary Education Organisation (TEO), you must use this form when you apply to have a New Zealand Apprenticeship (NZA) programme approved.

## The Tertiary Education Commission (TEC) will use the information you give us in this form to assess if your programme meets the approval criteria.

The approval process for NZA programmes has three steps:

**Step 1 – TEC pre-approval**: Submit Section 1 of this form to TEC, and we will carry out a pre-assessment to confirm if your proposed programme meets the criteria, before resources are dedicated to the full New Zealand Qualifications Authority (NZQA) approval process.

**Step 2 – NZQA approval**: Once your NZA programme is pre-approved, submit an application and get [approval for the](https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/approval-prog-industry-training/apply-prog-of-industry-training/) programme from NZQA.

**Step 3 – TEC approval**: Once you have NZQA approval, complete Section 3 of this application form, and make any updates required to Section 1. Submit this form to TEC, along with your NZQA Outcome Letter and the NZQA Programme Details Form. You must also submit the programme into the Industry Training Register (ITR).

TEC will then assess if your NZA programme continues to align with the pre-approval, and check that NZQA approval has been obtained. We will let you know our decision in writing, and if your programme is approved, we will update the NZA in the ITR.

Please note:

* Not all applications will be approved.
* Approval through this process does not provide funding approval. You must seek this through the [Investment Plan process](https://www.tec.govt.nz/funding/funding-and-performance/investment/investment-toolkit/).
* If you need to make a change to your Mix of Provision, please contact [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz).

## About this form

This form has three sections. You need to submit it twice to the TEC during the process: first at Step 1 (TEC pre-approval), and again at Step 3 (TEC approval). Section 2 relates to your application to NZQA and you don’t need to submit it to TEC.

For Step 3 (TEC approval), you must use the same form you submitted during Step 1 (TEC pre-approval). For this, you must complete Section 3 and, at the same time, if you wish to make changes to your originally submitted Section 1, you **must** track these so we can see them. In Section 3, there is also space for you to summarise any changes.

Please note:

* If you are applying for a complex apprenticeship (ie, an apprenticeship leading to more than one qualification), use one application form and list all the qualifications in the Section 1 programme summary.
* This application form should give us enough information to assess your application, but note that we may ask for further information if we need it.
* If your programme already has NZQA approval as an apprenticeship, you can complete both Section 1 and Section 3 (the full form) and submit them together, ensuring all relevant information is included.
* If the qualification/s are not yet listed on the New Zealand Qualifications and Credentials Framework, you must send us a copy of the draft application document, along with this form, at Step 1 (TEC pre-approval). You must include all standards.

**Send your completed forms to:** [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) with the subject line: [Edumis#] – New Zealand Apprenticeship Approval Application [Step 1/Step 3]

## Full New Zealand Apprenticeship criteria list

Please note, the following criteria must be met for all NZAs. Please read this list and use the checkbox to ensure your proposed NZA meets these criteria.

|  |  |  |
| --- | --- | --- |
|  | New Zealand Apprenticeship Criteria | Checkbox |
|  | The programme must:   * lead to one or more New Zealand Qualifications at Level 4 on the New Zealand Qualifications and Credential Framework (NZQCF), or * be made up of qualifications at Levels 3 and 4\* on the NZQCF with at least 60 credits at Level 4, and * consist of at least 120 credits, and * be focused on Level 4 outcomes\*\* on the NZQCF.   *\* These must be full qualifications or, as a minimum, be the bulk of each qualification. You cannot select small parts of existing qualifications to make up 120 credits.*  *\*\*If less than half the programme’s credits are at Level 4, we will require additional information to confirm the programme is focused on Level 4 outcomes.* |  |
|  | The programme must not include qualifications at Levels 1, 2, 5 or 6 on the NZQCF. |  |
|  | The programme must be for learners who are in work that is directly related to the apprenticeship programme. |  |
|  | The programme must involve a tripartite agreement that governs the training between:   * the TEO * the learner, and * the employer. |  |
|  | The programme must provide an entry point into an occupation that sets a person up for a career in an industry.  *Please note, in Section 1 you must describe how your programme meets this criterion.* |  |
|  | The programme must meet any regulatory requirements for entry into the occupation where appropriate. |  |
|  | The programme must:   * be consistent with the size of, and nature of skills gained, through existing apprenticeship programmes, and * demonstrate learner and industry need for the programme. (See below for further detail.)   *Please note, in Section 1 you must describe how your programme meets this criterion.* |  |
|  | The programme must contain a strong theoretical component to support further learning, as well as a practical element. |  |

## We will make a decision and notify you of the outcome

* We will assess the information and evidence you provide.
* 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 publicly available information, when considering your application.
* We will notify you of the outcome of your application in writing.

# Section 1 – Pre-Approval Application Form

## Organisation details

Please provide details about your organisation.

|  |  |
| --- | --- |
| Organisation details | |
| 1.1 Legal name |  |
| 1.2 EDUMIS number |  |
| 1.3 Work-based Learning subsidiary business unit (applicable to Te Pūkenga only) |  |
| 1.4 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. | |
| 1.5 Name |  |
| 1.6 Role or position within the organisation |  |
| 1.7 Business Phone |  |
| 1.8 Mobile |  |
| 1.9 Email |  |
| 1.10 Outcome notification email addresses  *Please list all the email addresses you would like to receive notification of the outcome.* |  |

## Programme summary

Please provide details of the New Zealand Apprenticeship programme.

***Remember to track or highlight any changes you make to this section when you submit your Section 3 application.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| New Zealand Apprenticeship summary | | | | | | |
| 2.1 Title of New Zealand Apprenticeship | New Zealand Apprenticeship in… | | | | | |
| 2.2 Description of the programme  Please provide a brief summary about why you have developed the programme and its aims (in less than 100 words). |  | | | | | |
| 2.3 Qualifications in the New Zealand Apprenticeship  *For each qualification you must include the qualification code, title, credits, and NZQCF level.*  *Add a new row if you need to detail more than two qualifications.* | Code | Title | | Credits | | NZQCF Level |
|  |  | |  | |  |
|  |  | |  | |  |
| 2.4 Total credits of proposed New Zealand Apprenticeship |  | | | | | |
| 2.5 Programme components  *List all programme components (eg, unit standards, skills standards) that are in draft/approved as part of this programme, along with their individual credit value and level. You can add as many fields as necessary.* | Programme components number and title | | Credit Value | | Level | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
| 2.6 Proposed graduate occupation after completing the programme |  | | | | | |
| 2.7 Industry |  | | | | | |
| 2.8 Responsible Workforce Development Council |  | | | | | |
| 2.9 Relevant regulatory body (if applicable) |  | | | | | |

## New Zealand Apprenticeship assessment criteria

To be a New Zealand Apprenticeship, the programme must meet the criteria in this table. Please indicate yes/no and provide a text summary to respond to each question.

|  |  |  |
| --- | --- | --- |
| New Zealand Apprenticeship – assessment criteria | | |
| 3.1 | How will/does the programme provide an entry point into an occupation that sets a person up for a career in an industry? (The apprenticeship and qualifications gained must directly correlate to the target industry.)  To answer this question, summarise how the programme sets learners up for the target occupation (in less than 200 words).  *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 |
| 3.2 | How is the programme:   * consistent with credits and nature of skills gained, through existing apprenticeship programmes; and * addressing learner and industry need?   Please provide a summary (in less than 200 words) that describes the learner and industry demand for the programme. For example, how many learners are likely to enrol in the programme and how has industry been consulted and expressed desire for the programme? Describe the research and engagement you have undertaken and show evidence of engagement with industry leaders.  *This question is designed to ask whether an apprenticeship programme is the appropriate learning product for the programme and confirm industry and learner demand for the programme.* | YES/NO |

## Section 1 pre-approval declaration

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

|  |  |
| --- | --- |
| Declaration | |
| I declare that to the best of my knowledge the information given in this application is true and correct. | |
| Signature / Electronic Signature |  |
| Name and Position |  |
| Date |  |

**Send your completed form to:** [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) with the subject line: [Edumis] – New Zealand Apprenticeship Approval Application [Step 1/Step 3]

# Section 2 - NZQA approval

After you have received pre-approval from TEC for Section 1 of this form, you must obtain programme approval from NZQA. You must clearly state to NZQA that the programme is intended to be delivered as an NZA.

|  |
| --- |
| NZQA Approval |
| *To be funded by the TEC, New Zealand Apprenticeship programmes must be approved by NZQA.*   * *You must clearly state in your NZQA application, under any relevant sections, that the programme is intended to be part of an NZA (particularly when detailing the aims of the proposed programme).* * *You must seek NZQA approval for a combined industry training programme (complex apprenticeship) where more than one qualification is proposed to be included in the NZA, even where separate industry training programmes have been approved for each qualification. Any additional qualification (aside from the required Level 4 qualification) must be integral to the NZA.* |

Once you have received NZQA approval, move onto Section 3 below.

# Section 3 - Application Form (post NZQA approval) To gain approval for a New Zealand Apprenticeship programme you must meet the criteria in this table. Please indicate yes/no for each question.

|  |  |
| --- | --- |
| NZQA approval | |
| 5.1 Have you submitted your programme for approval in the Industry Training Register (ITR)?  *TEC will assess your Section 3 application and ITR submission concurrently so please ensure you have entered the programme into the ITR before submitting this application.* | YES/NO |
| 5.2 Have you updated and tracked/highlighted any information in Section 1 of this form that has changed since your TEC pre-approval application? | YES/NO/NA |
| 5.3 If you would like to summarise any changes since your TEC pre-approval application, you can do so in the following row. Example changes could be changes to the credit value of the programme, duration of the programme compared to NZQA’s approval documentation, or a change to the programme’s name. | |
| *Describe any changes here.* | |
| 5.4 Have you received NZQA approval for the programme?  *You must submit NZQA’s Outcome Letter and Programme Details Form with this application form.* | YES/NO |

## Section 3 declaration (post NZQA approval)

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

|  |  |
| --- | --- |
| Declaration | |
| I declare that to the best of my knowledge the information given in this application is true and correct. | |
| Signature / Electronic Signature |  |
| Name and Position |  |
| Date |  |

* **Send your completed forms to:** [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) with the subject line: [Edumis#] – New Zealand Apprenticeship Approval Application [Step 1/Step 3]