**Application for micro-credential support**

**When to use this form**

Use this application form to request a *Letter of Suppor*t from Waihanga Ara Rau 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 visit [www.waihangaararau.nz](http://www.waihangaararau.nz).

**Application process**

Please send the following items to [programmes@waihangaararau.nz](mailto:programmes@waihangaararau.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 Application.](https://www.waihangaararau.nz/assurance/consent2assess/)

NZQA makes the final decision about micro-credential applications.

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@waihangaararau.nz](mailto:programmes@waihangaararau.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** |  |

**Micro-credential details**

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

**Important considerations**

Your application should address the considerations 1. to 4. 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. **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. **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. **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? |  |

1. **Structure**

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

**WDC Use**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Recommendation | Supported | | Supported with conditions | | Not yet  supported | | Not supported |
| Rationale |  | | | | | | |
| Reviewed by |  |  | | Date | |  | |
| Approved by |  |  | | Date | |  | |

1. **Value**

|  |  |
| --- | --- |
| **Consideration** | **Comment** |
| Does the micro-credential add value to industry, learners and community? |  |

1. **Industry need**

|  |  |
| --- | --- |
| **Consideration** | **Comment** |
| Does it meet an industry need? |  |
| What evidence is there of industry consultation and/or a needs analysis? |  |

1. **Pathways**

|  |  |
| --- | --- |
| **Consideration** | **Comment** |
| Does it 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? |  |

1. **Structure**

|  |  |
| --- | --- |
| **Consideration** | **Comment** |
| Does the micro-credential have a coherent structure? |  |
| Are there any potential barriers to completion or participation for Māori, Pacific People or tangata whaikaha? |  |

**Conditions**

|  |  |
| --- | --- |
| **Consideration** | **Comment** |
| Is there any reason to place conditions on our support? *e.g. impact of an upcoming review or development, impact of a change in regulation.* |  |