# Purpose of application form

A registered provider applying for Consent to Assess for Workforce Development Council (WDC) standards, must receive a Letter of Support from the WDC to accompany their NZQA Consent to Assess application.

Completing this application form is part of the WDC consent to assess process.

# Process

## Workforce Development Council

Please email this application form, with relevant documents and a cover letter, on your organisation’s letterhead or work email to [moderation@waihangaararau.nz](mailto:moderation@waihangaararau.nz).

Once received, our team will analyse the consent to assess application’s content. **You will be asked for more information, where required**. As part of the application process, a site visit may be arranged, if specified in the relevant CMR.

A Letter of Support will be sent once the WDC is satisfied that the consent to assess criteria has been met. The letter of support is only valid for six (6) months from the date in the letter.

## NZQA

A registered provider that proposes to assess its learners against standards listed in the Directory of Assessment Standards must apply to NZQA for consent to assess against those standards.

NZQA makes the final decision on the consent to assess application. NZQA may grant some or all of the scope applied for. The consent to assess process is NOT fully completed until NZQA has awarded consent to assess to the applicant organisation.

# Any questions?

If you have any questions regarding this consent to assess application, please email [moderation@waihangaararau.nz](mailto:moderation@waihangaararau.nz).

# Programme Endorsement

If the standards you are applying for are linked to a programme, you may submit a programme endorsement application at the same time. We will jointly evaluate both applications and provide one supporting letter for your NZQA application.

# Consent and Moderation Requirements

The criteria for the consent to assess application are based on the general CMR criterion requirements:

1. **Development and evaluation of teaching programmes:** There is a system for developing coherent teaching programmes and for their evaluation, which should include evaluation by learners/consumers.
2. **Financial, administrative and physical resources:** There are adequate and appropriate financial and administrative resources which will be maintained to enable all necessary activities to be carried out, and there are adequate, appropriate and accessible physical resources will be available for supporting learners to meet the required standards.
3. **Staff selection, appraisal and development:** There are teaching staff with the necessary knowledge and skills will be maintained through staff selection, appraisal, and development.
4. **Learner entry:** There is a system for establishing and clearly publicising learner entry requirements that include no unreasonable barriers to entry.
5. **Learner guidance and support systems:** Learners have adequate access to appropriate guidance and support systems.
6. **Off-site practical or work-based components:** There are arrangements for ensuring that any off-site practical or work-based components are fully integrated into the relevant programmes.
7. **Assessment:** There is a system for ensuring that assessment is fair, valid, and consistent.
8. **Reporting:** There is a system for providing learners with fair and regular feedback on progress and fair reporting on final achievements, with an associated appeals procedure, and there is a reliable system for archiving information on final learner achievements.

More detailed criteria and evidence requirements can be found in the application form and in individual CMRs.

More information about CMRs can be found here: <https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/cmrs/>

# Evidence Requirements

The following information needs to be included in the application. More information may be required/requested based on your application:

* cover letter on organisation’s letterhead or work email
* relevant sections from your Quality Management System documents, such as - Assessment, Moderation, Staff Professional Development, Health & Safety of staff and learners, Programme Development and Evaluation, Access and Equity, Te Tiriti o Waitangi/Mātuaranga Māori policies and procedures
* tutor/teacher/assessor information that shows that they meet the staff selection CMR requirements, such as NZQA records of achievement, industry practicing licence(s)
* evidence of industry consultation (including advisory group minutes), and letters/emails of support
* any other relevant information, documentation, policy or procedures that support the application, such as – learner or student handbook, signed MoU if there are sub-contracting arrangements for delivery and assessment
* programme/course outlines and projected learner numbers per course or programme
* photographs of site/facilities and or equipment/plant/machinery etc (if applicable).

As part of your application please refer to:

* the relevant CMR for industry or CMR-specific requirements that relate to the standards or domain you are applying for.
* the standard(s) for specific equipment, tools, plant, or machinery requirements.

This is to ensure that any CMR or standard-specific requirements are included in the consent to assess application.

Please clearly label your attachments.

If you have any questions about specific information or want to confirm the application requirements before submission, please email [moderation@waihangaararau.nz](mailto:moderation@waihangaararau.nz).

We have included a checklist at the end of the application.

# Type of application

New Extension of existing scope of registration

|  |  |
| --- | --- |
| Provider details | |
| Education organisation |  |
| Education organisation number (EDUMIS) |  |

|  |  |
| --- | --- |
| Contact person | |
| Name |  |
| Role |  |
| Email |  |
| Phone |  |

|  |  |
| --- | --- |
| For Schools only | |
| Name of Principal’s Nominee |  |
| Phone |  |
| Email |  |

|  |
| --- |
| Training Delivery Sites  **PLEASE LIST ALL PERMANENT AND TEMPORARY (IF KNOWN) DELIVERY SITES FOR THIS APPLICATION** |
|  |
|  |
|  |
|  |
|  |
|  |

# Consent to assess sought in this application

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Standard application | | | | |
| **CMR** | **Number** | **Title** | **Level** | **Credits** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Domain application only complete this section if applying for an entire domain | | |
| **Sector** | **Domain** | **Levels** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Criteria | Evidence:  **MAKE STATEMENTS AND REFER TO RELEVANT SECTIONS OF THE QMS OR OTHER ATTACHED DOCUMENTS.** |
| 1. Development and evaluation of teaching systems. | |
| Please provide evidence that:  Structure of learning and assessment is designed and delivered to meet the needs of learners, employers and industry.  There is adequate, active and current liaison with industry including the establishment of an industry advisory committee (if applicable).  Your teaching resources and assessment activities enable learners to meet the requirements of the standards.  Please attach the proposed structure of learning (eg. a course outline). These should show a clear outline of content and identify the participants and intended outcomes. |  |
| 2. Financial, administrative, and physical resources. | |
| Provide evidence that policies and procedures are in place to ensure:   * Training resources are available for learners to enable achievement of standard outcomes. * Physical resources, i.e. training spaces such as classrooms or workshops are provided that meet all statutory requirements. * Health, safety and well-being of learners undertaking training in unit standards are considered. |  |

|  |  |
| --- | --- |
| 3. Staff selection, appraisal, and development | |
| 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 details of how the assessor(s) meets the CMR requirements.) * The requirement for an assessor to hold or attain US4098 and any additional requirements. How the provider supports assessors to continue with professional development. * How the provider supports assessors to apply safe working practices. * How the provider supports assessor to engage in internal moderation activities. |  |
| 4. Student entry | |
| Provide evidence that policies and procedures are in place to ensure that:   * There is a system for establishing and clearly publicising student entry requirements that include no unreasonable barriers. * Entry requirements conform to those set out in the standards and qualifications, and policies and procedures are in place for standards that may be deemed high-risk due to their nature or industry. * Students’ English language skills are sufficient for them to understand all requirements, instructions and communications (oral, written, and graphic) necessary for compliance with industry-related regulations, and health and safety requirements. |  |

|  |  |  |
| --- | --- | --- |
| 5. Student guidance and support systems | | |
| Provide evidence that policies and procedures are in place to:   * Ensure students have adequate access to appropriate guidance and support systems. * Ensure that all students enrolled in distance learning programmes or involved in on-job training have access to, and regular contact with, a tutor and assessor. * Ensure cultural safety. |  | |
| 6. Off-site practical/work-based components | | |
| Provide evidence that policies and procedures are in place to cover:   * Off campus assessment in a workplace environment. * MoUs that include health and safety requirements and responsibilities. * Compliance with site safety plans. * Commercial competency requirements as per Special Notes of the relevant standards. | |  |
| 7. Assessment | | | |
| Provide evidence that policies and procedures are in place to:   * Provide learners with an understanding of the assessment process. * Provide leaners with an understanding of the appeal process. * Define what resources will be used. * Ensure that materials have been pre-assessment moderated where required. * Ensure that organisations will engage with post-assessment moderation requirements. * Explain the process for Recognition of Prior Accreditation in relation to the standards being applied for. |  | | |
| 8. Reporting | | | |
| Provide evidence that policies and procedures are in place to report unit standard achievement to the learner and to NZQA. |  | | |

**Please send this application back in word document format**

# Consent to assess checklist

## Have you completed and provided the following information?

* application form
* cover letter on organisation’s letterhead or work email
* included Quality Management System documents (QMS) and other relevant policies or procedures
* any other relevant information or documents that support the application
* how tutors/teachers/assessors meet the CMR requirements
* evidence of industry consultation (including advisory group minutes), and letters/emails of industry support
* programme/course outlines and projected learner numbers per course or programme
* photographs of site/facilities and or equipment/plant/machinery etc (if applicable).

## Have you checked:

* the specific CMR(s) that the standards or domain relate to for any specific industry requirements to include in the consent to assess application
* the standard(s) for specific equipment, tools, plant or machinery requirements and included supporting documentation in the application.

This has been designed to assist with the consent to assess application process. Some applications may require additional evidence. If required, a request for further information letter will be sent, or an Assurance Specialist will make contact to discuss.