## Purpose of application form

This application form is used by providers to request a letter of support from a WDC, as part of the consent to assess process.

A registered training organisation applying for Consent to Assess for WDC unit standards, must receive a Letter of Support from the WDC to accompany their NZQA Consent to Assess application.

Requirements for consent to assess are outlined in the Consent and Moderation Requirements (CMR) document.

## Process

Please email this document, along with attached evidence documents and covering letter on your organisation’s letterhead to [moderation@hangaarorau.nz](mailto:moderation@hangaarorau.nz)

Once received, our team will analyse the application contents. You will be asked for more information, if required. As part of the application process a site visit may be arranged, if specified in the relevant CMR.

An organisation 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 the scope applied for. The process is NOT fully completed until NZQA has awarded consent to assess to the applicant organisation.

The Letter of Support will only be valid for six (6) months from the date in the letter.

## Any questions?

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

## Type of application

 New Application  Extension of existing Scope of Registration

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| **Provider Details** |

Education organisation:

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Education organisation number (EDUMIS):

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| **Contact Person** |

Name:

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Role:

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Email:

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Phone:

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| **For Schools only** |

Name of Principal’s Nominee:

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Phone:

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Email:

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| **Training Delivery sites**  Please list all delivery site locations for this application |

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## Consent to assess sought in this application

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| **Unit standard application** | | | |
| **Unit Standard Number** | **Title** | **Level** | **Credits** |
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| **Domain application *only complete this section if applying for an entire domain*** | | |
| **Sector** | **Domain** | **Levels** |
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**Evidence that meets Consent and Moderation Requirements**

Please ensure you refer to the specific CMR for the unit standards or domain you are applying for when compiling evidence for this application.

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

**Note:** Please refer to relevant sections from your Quality Management System documents in this application and attach them as part of the evidence.

Examples of other useful forms of evidence include but are not limited to:

* tutor/teacher/assessor CVs
* programme/course outlines (if applicable)
* site photographs (if applicable)
* evidence of industry consultation, including advisory group minutes.

**Please clearly label your attachments**

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| **Criteria** | **Evidence:**  Make statements and refer to relevant sections of 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 unit 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 unit 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 CV of proposed assessor(s).) * 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. |  |

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| **4. Student entry** | |
| Provide evidence that policies and procedures are in place to ensure learners (and caregivers for learners who are minors) are made aware of the inherent risks of the planned activities. |  |
| **5. Student guidance and support systems** | |
| Provide evidence that policies and procedures are in place to:   * Ensure cultural safety. * Ensure that support and guidance/counselling will be available to learners and tutors where planned activities may involve a degree of physical and/or psychological risk. |  |
| **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 unit standards. |  |

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| **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 file back in word document format**