

Application for TYPE TWO Programme Endorsement

About this application form

Use this application form to request a Letter of Endorsement from a Workforce Development Council (WDC) for **Type Two** changes to an approved programme.

For more information about Programme Endorsement, please refer [to our website](#).

Application process

Please send the following items to programmes@hangaarorau.nz:

- Completed application form
- Supporting evidence.

Our team aims to review all applications within 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 Programme, you must make a separate *Consent to Assess Application*.

NZQA makes the final decision on whether a Programme is approved. The process is complete once NZQA has awarded Programme Approval to the applicant organisation.

Include the *Letter of Endorsement* with your NZQA Programme Approval application.

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

Questions

If you have any questions, please email programmes@hangaarorau.nz.

Programme considerations & supporting evidence.

For **Type Two Programme applications**, you only need to provide evidence of the changes made to the programme.

Please provide statements that:

- Clarify why the changes have occurred
- Show evidence about how the impact of any change on the considerations below has been mitigated.

Supporting evidence is expected to be referenced and linked to the consideration.

Typical examples of evidence include:

- Programme document – **showing tracked changes**
- A description of the Programme development process
- Description of any engagement with the relevant WDC (if applicable)
- Evidence of industry and stakeholder (including learners) engagement
- Advisory group meeting minutes
- Examples of processes you have as an organisation to support learners eg: literacy support and tutoring support
- Letters of support from stakeholders.



Has the Type Two change impacted criteria against the considerations?

Consideration	YES/NO
Ngā Whakamārama – Content	
Mana Tautika mō te hunga ako Equity for learners	
Torotoronga me te whiriwhiringa Engagement and consultation.	
Te Ao Māori	
Ngā Akoranga me ngā reo o Te Moana Nui a Kiwa Pacific Learning and Languages	
Tangata Whaikaha Disabled People	

If you have answered ‘Yes’, please provide more detail on the changes and what actions have been taken to address the impact against the consideration.

Is there anything else we need to consider for your application?